

# Information Sharing Agreement

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a formal agreement between [Your Organization Name] and [Partner Organization Name] regarding the sharing of information pertinent to grant applications.

**Purpose of Information Sharing:** The purpose of this information sharing is to facilitate the efficient exchange of relevant data and insights that will aid in the preparation and submission of grant applications.

## **Information to be Shared:**

- Data on previous grant applications
- Research findings
- Financial information as relevant
- Other pertinent information as agreed upon

**Confidentiality:** Both parties agree to handle the shared information with the utmost confidentiality and to use it solely for the stated purpose.

**Duration of Agreement:** This agreement will remain in effect for the duration of the grant application process and can be renewed upon mutual consent.

We appreciate your collaboration and look forward to a successful partnership in securing grant funding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]