

Organizational Collaboration Agreement

Date: [Insert Date]

From:

[Your Organization's Name]

[Your Organization's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To:

[Collaborating Organization's Name]

[Collaborating Organization's Address]

[City, State, ZIP Code]

Subject: Letter of Organizational Collaboration Agreement

Dear [Recipient's Name],

We are pleased to enter into this collaboration agreement with [Collaborating Organization's Name]. This agreement outlines the terms under which we will collaborate to [briefly describe the purpose of the collaboration].

Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Responsibilities of [Your Organization's Name]:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Responsibilities of [Collaborating Organization's Name]:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Duration of Agreement: This agreement will be effective from [start date] to [end date], unless terminated by either party with [number] days' written notice.

We look forward to working together to achieve our mutual goals.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]