

Collaborative Planning Agreement

Date: _____

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Subject: Collaborative Planning Agreement

Dear [Recipient's Name],

We are pleased to propose a collaborative planning agreement between [Your Organization's Name] and [Recipient's Organization's Name]. This agreement aims to establish a framework for cooperation and mutual support in our upcoming projects.

Objectives:

- Define common goals and objectives.
- Outline roles and responsibilities of each party.
- Establish timelines and milestones.

Commitments:

Both parties agree to commit to regular meetings for progress updates and discussions on potential challenges.

Next Steps:

Please review this proposal and provide your feedback by [Feedback Deadline]. We hope to finalize the agreement by [Finalization Date].

Thank you for your consideration. We look forward to collaborating with you.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]