

# Mutual Accountability Agreement

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We are pleased to present this Mutual Accountability Agreement between [Your Organization's Name] and [Partner's Name] to ensure a transparent and collaborative partnership.

## Objective

The objective of this agreement is to establish mutual responsibilities, commitments, and accountability measures that will guide our collaboration in [Project/Initiative Name].

## Responsibilities

- [Your Organization's Name] will: [Detail responsibilities]
- [Partner's Name] will: [Detail responsibilities]

## Commitments

Both parties commit to the following principles:

- Open communication
- Regular updates on progress
- Timely sharing of resources

## Accountability Measures

To ensure accountability, the following measures will be implemented:

- Monthly progress meetings
- Joint evaluation sessions every [specify timeframe]
- Reporting discrepancies within [specify timeframe]

We look forward to a fruitful partnership and believe that this Mutual Accountability Agreement will pave the way for our collective success.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]