

# Letter of Cooperative Agreement

**Date:** [Insert Date]

**From:**

[Your Name]  
[Your Title]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**To:**

[Partner Name]  
[Partner Title]  
[Partner Institution]  
[Partner Address]  
[City, State, Zip Code]

Dear [Partner Name],

We are pleased to confirm our intent to collaborate on [Project Title], which focuses on [Brief Description of Research Purpose]. This cooperative agreement signifies our joint commitment to advancing [Field of Research] through collaborative efforts.

The objectives of our collaboration are as follows:

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

We propose the following roles and responsibilities:

- [Your Institution's Role]
- [Partner Institution's Role]

We anticipate that this partnership will enhance our research capabilities and contribute significantly to [Field/Community]. We look forward to further discussions and formalizing this agreement.

Thank you for considering this opportunity for collaboration. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]  
[Your Title]  
[Your Institution]