

Letter of Agreement for Collaborative Service Partnership

Date: [Insert Date]

To:

[Partner's Name]

[Partner's Title]

[Partner's Organization]

[Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are pleased to propose a collaborative service partnership between [Your Organization's Name] and [Partner's Organization's Name]. This partnership aims to [briefly describe the purpose and goals of the collaboration].

Scope of Services

The services to be provided under this agreement include:

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

Responsibilities

Both parties agree to the following responsibilities:

- [Your Organization's Responsibilities]
- [Partner's Organization's Responsibilities]

Duration

This agreement will commence on [start date] and will continue until [end date] unless terminated by either party with [number of days] notice.

Confidentiality

Both parties agree to maintain the confidentiality of any proprietary information shared during the course of this partnership.

Signatures

By signing below, both parties agree to the terms outlined in this agreement.

[Your Name]

[Your Title]

[Your Organization]

[Partner's Name]

[Partner's Title]

[Partner's Organization]

Thank you for considering this partnership. We look forward to collaborating with you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]