

# Passive Service Collaboration Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

## Subject: Collaboration Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Company's Name] and [Recipient's Company's Name] for the purpose of establishing a passive service collaboration.

### 1. Scope of Collaboration

The parties agree to collaborate on [describe the scope or nature of the services] effective from [start date] to [end date].

### 2. Responsibilities

[Your Company's Name] will be responsible for [list responsibilities].

[Recipient's Company's Name] will handle [list responsibilities].

### 3. Compensation

Details regarding the compensation and financial arrangements are as follows: [Specify terms].

### 4. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information exchanged during the collaboration.

### 5. Termination

This agreement may be terminated by either party with written notice of [number] days.

We look forward to a fruitful collaboration between our companies. Please sign and return a copy of this agreement by [return date] to indicate your acceptance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Email]

[Your Phone Number]

Accepted and agreed by:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Date: \_\_\_\_\_