

Cost-Sharing Arrangement Agreement

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are pleased to outline the terms of our cost-sharing arrangement regarding our upcoming business venture, [Venture Name]. This arrangement aims to define our mutual contributions and responsibilities clearly.

1. Purpose

The purpose of this cost-sharing arrangement is to facilitate [brief description of the venture].

2. Costs

The anticipated costs associated with this venture are as follows:

- [Cost Item 1]: \$[Amount]
- [Cost Item 2]: \$[Amount]
- [Cost Item 3]: \$[Amount]

3. Contributions

Each party agrees to contribute as follows:

- [Your Name]: \$[Your Contribution]
- [Partner's Name]: \$[Partner's Contribution]

4. Payment Terms

All contributions are to be made by [Payment Due Date]. Payment methods include [Payment Method].

5. Duration

This cost-sharing arrangement will commence on [Start Date] and will remain in effect until [End Date].

6. Modifications

Any changes to this agreement must be documented and signed by both parties.

We look forward to a successful partnership. Please sign below to confirm your acceptance of this cost-sharing arrangement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted:

[Partner's Name]

[Partner's Title]

[Partner's Company Name]