

Collaboration Agreement Affirmation

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to affirm our agreement to collaborate on the [specific project or initiative] as discussed in our previous meetings. This collaboration aims to [briefly describe the goals or objectives].

We acknowledge and agree to the following terms of our collaboration:

- Scope of Work: [Details]
- Timeline: [Details]
- Responsibilities: [Details]
- Financial Arrangements: [Details]

We believe that this partnership will yield fruitful results and are excited to work together to achieve our common goals. Please confirm your agreement to the above terms by signing and returning a copy of this letter.

Thank you for your collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Company]

Agreed and Accepted by:

[Recipient Name]

[Recipient Position]

[Recipient Company]

Date: _____