

# Collaboration Agreement

**Date:** [Insert Date]

**From:** [Your Name]

[Your Address]

[Your Email]

[Your Phone Number]

**To:** [Collaborator's Name]

[Collaborator's Address]

[Collaborator's Email]

[Collaborator's Phone Number]

**Subject: Agreement to Collaborate on [Project Name]**

Dear [Collaborator's Name],

We are pleased to propose a collaboration for the project titled **[Project Name]**. This agreement outlines our mutual understanding and intentions regarding our collaboration.

## Project Overview

The aim of this project is to [brief description of the project and its objectives].

## Roles and Responsibilities

Each party agrees to contribute as follows:

- [Your Name]: [Your responsibilities]
- [Collaborator's Name]: [Collaborator's responsibilities]

## Timeline

This collaboration is expected to commence on [start date] and conclude by [end date].

## Financial Arrangements

The financial aspects of this collaboration will include [details of funding, purchases, profit-sharing, etc.].

## Intellectual Property

Any intellectual property developed during this collaboration will be owned by [specify ownership terms].

## **Confidentiality**

Both parties agree to maintain confidentiality regarding all non-public information exchanged during this collaboration.

If you agree to the terms outlined in this letter, please sign and return a copy by [response deadline].

We look forward to working together on this exciting project!

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]

Agreed and Accepted:

[Collaborator's Name]

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[Date]