

# Agreement for Board-Led Charity Projects

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to present this letter of agreement regarding the upcoming charity project led by the board of [Charity's Name]. This letter outlines the understanding and commitment of both parties concerning the project's objectives, roles, and responsibilities.

## Project Details

Project Name: [Insert Project Name]  
Project Description: [Insert Brief Description]  
Project Start Date: [Insert Start Date]  
Project End Date: [Insert End Date]

## Roles and Responsibilities

1. The Board of [Charity's Name] agrees to:
  - [List Responsibilities]
  - [List Responsibilities]
2. [Recipient's Name/Organization] agrees to:
  - [List Responsibilities]
  - [List Responsibilities]

## Funding

The estimated budget for the project is [Insert Budget Amount]. Funding will be sourced from [Specify Sources, if applicable].

## Signatures

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

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[Your Name]  
[Your Title]  
[Charity's Name]  
Date: \_\_\_\_\_

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[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
Date: \_\_\_\_\_

Thank you for your collaboration on this important project.

Sincerely,

[Your Name]  
[Your Title]  
[Charity's Name]  
[Contact Information]