

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: FVPA Agreement Letter

Dear [Recipient Name],

I am writing to formalize the agreement regarding the [specific purpose or subject of the FVPA, e.g., "collaboration on sustainability initiatives"]. This agreement outlines the terms and conditions as follows:

1. ****Purpose****: The purpose of this agreement is to [briefly describe the intent, e.g., "collaborate on environmental conservation efforts"].
2. ****Parties Involved****: This agreement is made between [Your Name/Your Company] and [Recipient Name/Recipient Company].
3. ****Duration****: The term of this agreement will be from [start date] to [end date].
4. ****Responsibilities****:
 - [Your Responsibilities]
 - [Recipient Responsibilities]
5. ****Confidentiality****: Both parties agree to maintain confidentiality regarding any proprietary information shared during this collaboration.
6. ****Termination****: This agreement may be terminated by either party with [number] days' written notice.
7. ****Governing Law****: This agreement shall be governed by the laws of [your state or jurisdiction].

Please review the contents of this letter and feel free to suggest any amendments. If you agree to the terms as stated, please sign and return a copy of this letter.

Thank you for your cooperation, and I look forward to our collaboration.
Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Enclosures: if any]