

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Memorandum of Understanding (MOU)

We are pleased to present this Memorandum of Understanding (MOU) to formalize our collaborative efforts between [Your Organization's Name] and [Recipient's Organization's Name].

1. **\*\*Purpose\*\***

The purpose of this MOU is to outline the roles and responsibilities of both parties in [brief description of the project or initiative].

2. **\*\*Scope of Collaboration\*\***

The scope of collaboration includes:

- a. [Role/Responsibility 1]
- b. [Role/Responsibility 2]
- c. [Role/Responsibility 3]

3. **\*\*Duration\*\***

This MOU will commence on [start date] and continue until [end date], unless terminated earlier by either party with written notice.

4. **\*\*Confidentiality\*\***

Both parties agree to maintain the confidentiality of information shared during the collaboration.

5. **\*\*Signatures\*\***

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

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization's Name]

[Date]