

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Letter of Understanding for WDAC

Dear [Recipient's Name],

This Letter of Understanding (LOU) serves to outline the mutual agreement established between [Your Organization's Name] and [Recipient's Organization's Name] regarding the [specific purpose or project related to WDAC].

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

The purpose of this LOU is to [briefly describe the purpose and objectives of the collaboration or agreement].

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

The scope of this collaboration includes:

- [List specific activities or responsibilities of each party]
- [Describe the expected outcomes or deliverables]

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

This understanding will commence on [start date] and will continue until [end date] unless terminated earlier by either party in writing.

**\*\*4. Communication\*\***

Regular communication will be maintained through [describe communication methods, frequency, and points of contact].

**\*\*5. Confidentiality\*\***

Both parties agree to maintain confidentiality regarding sensitive information exchanged during this collaboration.

**\*\*6. Amendments\*\***

Any amendments to this LOU will be made in writing and signed by both parties.

We look forward to a successful collaboration and believe this partnership will be mutually beneficial.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

[Recipient's Signature Line]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]