

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Partnership Agreement

We are pleased to propose a partnership between [Your Organization's Name] and [Recipient's Organization's Name] in relation to the XGIS project. This letter outlines the terms and conditions of our collaboration.

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

[Briefly state the purpose of the partnership and the goals of the project.]

2. **\*\*Scope of Work\*\***

[Detail the specific responsibilities and contributions of each party.]

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

[Specify the duration of the partnership, including start and end dates.]

4. **\*\*Funding\*\***

[Outline any funding agreements or financial responsibilities.]

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

[Include any confidentiality clauses, if necessary.]

6. **\*\*Termination\*\***

[Explain the terms under which the partnership can be terminated.]

7. **\*\*Signatures\*\***

This letter serves as a preliminary agreement between both parties. Upon acceptance, we will draft a formal agreement outlining further details. We look forward to the opportunity to work together and achieve success in the XGIS initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Recipient's Signature Line]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]