

[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

Subject: NNSF Collaboration Agreement

We are pleased to propose a collaboration between [Your Organization's Name] and [Recipient's Organization's Name] under the auspices of the National Natural Science Foundation (NNSF). This partnership aims to [briefly describe the purpose and objectives of the collaboration].

Background:

[Provide a brief overview of your organization and its relevant experience. Include any specific prior collaboration or projects related to NNSF, if applicable.]

Objectives:

The primary objectives of this collaboration are to:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

Roles and Responsibilities:

- [Your Organization's Name] will be responsible for:
  - [List specific tasks and responsibilities]
- [Recipient's Organization's Name] will be responsible for:
  - [List specific tasks and responsibilities]

Funding:

[Outline any funding arrangements, including contributions from both parties and potential funding sources.]

Duration:

This collaboration agreement will be effective from [start date] to [end date], with the possibility of extension upon mutual agreement.

Confidentiality:

Both parties agree to maintain confidentiality regarding shared information throughout the duration of this collaboration and thereafter.

Acceptance:

If you agree to the terms proposed in this letter, please sign and return a copy by [response deadline].

We look forward to the possibility of working together on this exciting initiative. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]  
[Enclosure: Collaboration Agreement]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_