

Sample Letter Of Memorandum Of Agreement

[Your Company Letterhead]

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is made and entered into on [Date] by and between [Your Company Name], a [Your Company Type] incorporated under the laws of [Your Country], with its principal place of business located at [Your Company Address] ("Company") and [Other Party's Name], a [Other Party's Company Type] incorporated under the laws of [Other Party's Country], with its principal place of business located at [Other Party's Address] ("Other Party").

WHEREAS, Company and Other Party are interested in cooperating with each other in order to achieve mutual benefits.

NOW, THEREFORE, the parties agree as follows:

Scope of Work: The parties agree to collaborate on [Describe the nature of the collaboration]. Each party shall perform the tasks and duties described in the attached Exhibit A.

Confidentiality: The parties shall maintain the confidentiality of any information received or exchanged pursuant to this MOA. The parties shall take reasonable steps to ensure that all confidential information is kept confidential.

Term: This MOA shall commence on [Date] and shall continue until [Date]. This MOA may be extended or renewed upon mutual agreement of the parties.

Termination: Either party may terminate this MOA upon written notice to the other party.

Intellectual Property: Each party shall retain ownership of its own intellectual property. The parties agree to negotiate in good faith any issues that may arise concerning the ownership, use, or licensing of any intellectual property created or used pursuant to this MOA.

Governing Law: This MOA shall be governed by and construed in accordance with the laws of [Your Country].

Entire Agreement: This MOA contains the entire agreement between the parties and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions between

the parties.

IN WITNESS WHEREOF, the parties have executed this MOA as of the date first above written.

[Your Company Name]

By: _____

Name: _____

Title: _____

[Other Party's Name]

By: _____

Name: _____

Title: _____