

Initial Memorandum of Understanding (MOU) Example

This Memorandum of Understanding (MOU) is made and entered into by and between:

Party A: _____

Address: _____

Party B: _____

Address: _____

1. PURPOSE

The purpose of this MOU is to establish an initial framework for collaboration and cooperation between Party A and Party B to [describe purpose or project, e.g., improve service delivery, share resources, etc.].

2. AREAS OF COLLABORATION

- Information sharing
- Joint meetings and planning
- Resource sharing (as appropriate)
- Other collaborative activities as mutually agreed

3. RESPONSIBILITIES

Each party will designate a representative to coordinate the terms and implementation of this MOU. Specific roles and responsibilities will be determined through further discussion.

4. DURATION

This MOU shall be effective upon the date of the last signature and will remain in effect for one (1) year unless terminated earlier by either party with written notice.

5. GENERAL PROVISIONS

- This MOU is not a legally binding agreement.
- Each party will bear its own costs unless otherwise agreed in writing.
- Amendments or modifications to this MOU must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the dates set forth below.

Signature, Party A

Date: _____

Signature, Party B

Date: _____