Memo of Understanding

**To:** [Recipients' Names/Departments/Organizations]

**From:** [Your Name/Position]

**Date:** [Date]

|  |
| --- |
| **Subject: Memo of Understanding between [Party A] and [Party B]** |

**Dear [Recipients' Names/Departments/Organizations],**

This Memo of Understanding (MOU) serves to outline the preliminary understanding and intentions between [Party A] and [Party B] regarding [Purpose of the Understanding].

**Parties Involved:**

[Party A]: [Description of Party A]

[Party B]: [Description of Party B]

**Purpose:**

The purpose of this MOU is to [briefly describe the goal or objective of the understanding].

**Scope of Understanding:**

[Scope Item 1]: [Description]

[Scope Item 2]: [Description]

[Scope Item 3]: [Description]

**Roles and Responsibilities:**

[Party A]: [Responsibilities of Party A]

[Party B]: [Responsibilities of Party B]

**Duration:**

This MOU will be effective from [Start Date] to [End Date], unless extended by mutual consent or terminated earlier by either party.

**Confidentiality:**

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared under this MOU.

Any disputes arising from this MOU will be resolved through [method of dispute resolution, e.g., mediation, arbitration].

This MOU reflects the intentions of both parties and does not constitute a legally binding agreement. A formal agreement may be drafted in the future based on this understanding.

[Party A Representative Name]

[Party A Representative Title]

[Signature]

[Date]

[Party B Representative Name]

[Party B Representative Title]

[Signature]

[Date]