

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

Dear [Recipient's Name],

Subject: Partnership Letter of Clarity

I hope this letter finds you well.

This letter serves to clarify the intentions and commitments of our partnership between [Your Company/Organization Name] and [Recipient's Company/Organization Name].

1. **Partnership Objectives**:

- [Objective 1]
- [Objective 2]
- [Objective 3]

2. **Roles and Responsibilities**:

- [Your Company/Organization Name] will [responsibility details].
- [Recipient's Company/Organization Name] will [responsibility details].

3. **Communication Protocols**:

- Regular meetings will be held [frequency] to discuss [topics].
- Points of contact for each organization will be [names and roles].

4. **Financial Terms** (if applicable):

- [Outline of financial agreements, revenue sharing, etc.].

5. **Duration of Partnership**:

- This partnership will commence on [start date] and will be reviewed on [review date].

6. **Termination Clause**:

- Either party may terminate this agreement by providing [notice period] written notice to the other party.

We believe that this partnership has the potential to achieve significant results for both organizations. Please review the above points and feel free to reach out with any questions or concerns.

Thank you for your collaboration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization Name]