

[Your Company Letterhead]

[Date]

[Partner's Name]

[Partner's Title]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

Subject: UGC Partnership Approval

We are pleased to inform you that your application for a User-Generated Content (UGC) partnership with [Your Company Name] has been approved. We believe that this collaboration will be mutually beneficial and will enhance our brand presence while providing meaningful engagement with our audience.

Please find below the key details of our partnership:

1. **\*\*Start Date:\*\*** [Insert Start Date]
2. **\*\*End Date:\*\*** [Insert End Date]
3. **\*\*Scope of Work:\*\*** [Briefly outline expectations and deliverables]
4. **\*\*Compensation Structure:\*\*** [Outline payment terms and any incentives]
5. **\*\*Content Guidelines:\*\*** [Outline any specific guidelines for content creation]

We are excited to start this journey together and are confident that our partnership will yield positive results. Please sign and return the attached agreement by [Insert Deadline Date] to confirm your acceptance of the terms outlined above.

Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you once again for your partnership. We look forward to a successful collaboration!

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]

[Enclosure: Agreement Document]