

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to present this partnership agreement proposal between [Your Company Name] and [Recipient Company Name]. This agreement outlines the terms and conditions for our collaboration aimed at [briefly describe purpose or goal of the partnership].

1. **\*\*Purpose of Partnership\*\***

The purpose of this partnership is to [describe objectives and mutual benefits].

2. **\*\*Scope of Collaboration\*\***

The parties agree to collaborate on the following activities:

- [Activity 1]
- [Activity 2]
- [Activity 3]

3. **\*\*Roles and Responsibilities\*\***

Each party agrees to the following roles and responsibilities:

- [Your Company Name]: [Responsibility 1, Responsibility 2]
- [Recipient Company Name]: [Responsibility 1, Responsibility 2]

4. **\*\*Duration of Agreement\*\***

This agreement shall begin on [start date] and shall remain in effect until [end date or conditions for termination].

5. **\*\*Financial Considerations\*\***

Any financial obligations or revenue sharing arrangements shall be stipulated as follows: [details of financial arrangements].

6. **\*\*Confidentiality\*\***

Both parties agree to maintain confidentiality regarding all proprietary information shared during the partnership.

7. **\*\*Dispute Resolution\*\***

In the event of a dispute, both parties will engage in [describe dispute resolution process, e.g., mediation, arbitration].

Please review this proposal and let us know if you have any questions or require modifications. We look forward to the possibility of working together to achieve our common goals.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]