

# Site-Specific Operational Partnership Agreement

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to propose a partnership between [Your Company/Organization Name] and [Recipient's Company/Organization Name] to enhance our combined capabilities in [specific area of cooperation]. This partnership aims to [briefly explain the purpose of the partnership and its importance].

## Objectives

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

## Roles and Responsibilities

[Your Company/Organization Name] will be responsible for:

- [Responsibility 1]
- [Responsibility 2]

[Recipient's Company/Organization Name] will be responsible for:

- [Responsibility 1]
- [Responsibility 2]

## Duration

This partnership will commence on [start date] and will continue until [end date], unless terminated in accordance with the terms outlined below.

## **Terms and Conditions**

[Brief overview of any terms and conditions that apply to the partnership.]

## **Next Steps**

We would like to schedule a meeting to discuss this partnership in detail. Please let us know your availability for the week of [date].

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]