

Partnership Negotiation Outline

Date: [Insert Date]

To: [Board Members/Partner Name]

From: [Your Name/Your Organization]

Subject: Outline for Partnership Negotiations

1. Introduction

Dear [Recipient's Name],

This letter serves to outline our proposed partnership discussion points in preparation for the upcoming board negotiations.

2. Objectives

- Define mutual goals and expectations
- Explore opportunities for collaboration
- Establish roles and responsibilities

3. Partnership Structure

We propose the following structure:

- Type of partnership (e.g., joint venture, strategic alliance)
- Equity distribution
- Decision-making processes

4. Financial Considerations

Discuss initial investment, profit sharing, and funding strategies.

5. Timeline

Proposed timeline for negotiations and partnership rollout:

- Negotiation start date: [Insert Date]
- Expected completion date: [Insert Date]

6. Next Steps

We suggest scheduling a meeting to discuss this outline further. Please let us know your availability.

7. Conclusion

Thank you for considering this partnership opportunity. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]