

Partnership Terms Discussion

Date: [Insert Date]

To: [Executive Board Members]

From: [Your Name]

Subject: Discussion of Partnership Terms

Dear Board Members,

I hope this message finds you well. As we continue to explore potential partnership opportunities, I would like to propose a meeting to discuss the terms and parameters of our potential collaboration with [Partner Organization's Name].

The main points for discussion will include:

- Objectives of the partnership
- Roles and responsibilities of each party
- Financial contributions and expectations
- Timeline for implementation
- Evaluation metrics for success

Please let me know your availability for this meeting in the coming weeks. Your insights and expertise are invaluable as we move forward in this endeavor.

Thank you for your attention, and I look forward to your responses.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]