

Letter of Agreement on Strategic Goals

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to present this letter of agreement outlining our strategic goals and objectives as discussed during our recent meetings. The purpose of this document is to ensure clarity and alignment between [Your Company Name] and [Recipient's Company Name].

Strategic Goals

1. [Goal 1 Description]
2. [Goal 2 Description]
3. [Goal 3 Description]

Key Performance Indicators (KPIs)

We will measure our progress through the following key performance indicators:

1. [KPI 1 Description]
2. [KPI 2 Description]
3. [KPI 3 Description]

Timeline

The following timeline outlines our major milestones:

- [Milestone 1: Date]
- [Milestone 2: Date]
- [Milestone 3: Date]

By signing below, both parties agree to adhere to the outlined strategic goals and timelines.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Agreed and Accepted:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

Date: _____