

Partnership Agreement Letter

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Contact Name],

We are pleased to inform you that [Your Company's Name], located at [Your Company's Address], agrees to enter into a partnership with [Vendor's Name] as a third-party vendor. This partnership is designed to enhance our operations and provide mutual benefits.

Terms of Agreement:

1. **Scope of Services:** [Detail the services to be provided by the vendor]
2. **Payment Terms:** [Outline the payment schedule and amounts]
3. **Duration:** This agreement will commence on [start date] and will continue until [end date or terms for termination].
4. **Confidentiality:** Both parties agree to maintain the confidentiality of shared information.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]

Accepted by:

[Vendor's Name]

[Vendor's Contact Name]

[Vendor's Position]

[Vendor's Date]