

# Training Service Partnership Agreement

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

Dear [Recipient Name],

We are pleased to propose a partnership regarding the training services outlined below:

## Partnership Overview

This agreement is made between [Your Company Name], located at [Your Company Address], and [Recipient Company Name], located at [Recipient Company Address]. The purpose of this partnership is to provide effective training services in [specific area of training].

## Objectives

- Enhance skills and knowledge of participants.
- Deliver a comprehensive training curriculum tailored to the needs of [specific target group].
- Foster continuous learning and development.

## Roles and Responsibilities

[Your Company Name] will be responsible for:

- Providing qualified trainers and training materials.
- Coordinating training schedules and logistics.

[Recipient Company Name] will be responsible for:

- Facilitating participant enrollment.
- Providing necessary facilities for training sessions.

## **Duration**

This partnership will commence on [Start Date] and will continue until [End Date], unless terminated by either party with [number] days' notice.

## **Confidentiality**

Both parties agree to maintain the confidentiality of all proprietary information shared during this partnership.

We believe that this partnership would be mutually beneficial and look forward to your positive response. Kindly sign below to acknowledge your agreement to this partnership proposal.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

## **Agreement Signature**

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[Recipient Name]

[Recipient Position]

[Recipient Company Name]

Date: \_\_\_\_\_