

# Vendor Partnership Terms

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are excited to present the terms of our partnership to ensure a successful collaboration between our organizations. Below are the key terms for your review:

## 1. Scope of Partnership

This partnership will focus on [describe the scope, e.g., supply of products, services, etc.].

## 2. Duration

The partnership will commence on [start date] and will continue until [end date], unless terminated earlier as outlined in Section 7.

## 3. Responsibilities

Both parties agree to uphold their respective responsibilities as follows:

- Our Responsibilities: [describe responsibilities]
- Your Responsibilities: [describe responsibilities]

## 4. Payment Terms

Payments will be made [describe payment schedule, methods, and any penalties for late payments].

## 5. Confidentiality

Both parties agree to maintain confidentiality regarding sensitive information shared during the partnership.

## 6. Termination

Either party may terminate this agreement with [insert notice period] written notice under the following circumstances: [list termination conditions].

## **7. Contact Information**

For any inquiries or concerns, please contact:

[Your Name]  
[Your Title]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]

We look forward to a fruitful partnership and are excited about the possibilities ahead. Please feel free to reach out if you have any questions regarding these terms.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]