

Business Service Collaboration Agreement

Date: [Insert Date]

From:

[Your Company Name] [Your Company Address] [City, State, Zip Code] [Email Address]
[Phone Number]

To:

[Partner Company Name] [Partner Company Address] [City, State, Zip Code] [Email Address]
[Phone Number]

Dear [Partner's Name],

We are pleased to propose a collaboration between [Your Company Name] and [Partner Company Name] to enhance our service offerings and expand our market reach.

Scope of Collaboration

The purpose of this agreement is to outline the terms of collaboration in the following areas:

- [Service Area 1]
- [Service Area 2]
- [Service Area 3]

Responsibilities

Both parties agree to undertake the following responsibilities:

- [Your Company Responsibility]
- [Partner Company Responsibility]

Duration

This agreement shall commence on [Start Date] and continue until [End Date], unless terminated earlier by either party with written notice.

Confidentiality

Both parties agree to maintain confidentiality regarding shared information and customer data.

Termination

Either party may terminate this agreement with a written notice of [Number of Days] days.

If you agree to the terms outlined in this letter, please sign and return a copy to us.

Sincerely,

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

Agreed and Accepted:

[Partner's Name] [Partner's Title] [Partner Company Name] [Date]