

# Partnership Formation Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are pleased to announce the formation of a new partnership between [Partner A's Name] and [Partner B's Name], effective [Insert Effective Date]. This partnership aims to [briefly describe the purpose or goal of the partnership].

We believe that this collaboration will bring forth numerous opportunities and benefits for both parties involved. Our combined efforts will help us achieve [insert specific goals or objectives].

Please feel free to reach out if you have any questions or require further information regarding this new partnership.

Thank you for your attention, and we look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]