

# Partnership Terms Discussion

Date: [Insert Date]

To,

[Partner's Name]

[Partner's Title]

[Company Name]

[Company Address]

Dear [Partner's Name],

We are eager to explore a potential partnership between [Your Employment Agency Name] and [Partner's Company Name]. Understanding the current landscape and our mutual goals, we propose a meeting to discuss the following partnership terms:

- **Scope of Collaboration:** Outline the specific areas where our agencies can collaborate effectively.
- **Referral Agreements:** Discuss terms regarding candidate referrals and placements.
- **Revenue Sharing:** Define terms and conditions for profit sharing from placements.
- **Marketing Initiatives:** Collaborate on joint marketing efforts to enhance visibility.
- **Quality Assurance:** Establish guidelines to maintain service quality and client satisfaction.

Please let us know your availability for a meeting to dive into these topics in detail. We believe that this partnership could be mutually beneficial and pave the way for future success.

Thank you for considering this opportunity. We look forward to your prompt response.

Best Regards,

[Your Name]

[Your Title]

[Your Employment Agency Name]

[Your Contact Information]