

Partnership Engagement Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to initiate this partnership between [Your Company Name] and [Recipient Company Name]. Our objective is to [briefly state the purpose of the partnership]. This letter outlines the terms and conditions of our engagement.

Scope of Work

The parties agree to collaborate on [describe the nature of cooperation], which includes but is not limited to:

- [Task 1]
- [Task 2]
- [Task 3]

Duration

This engagement will commence on [start date] and is expected to continue until [end date], unless terminated in accordance with the terms outlined herein.

Confidentiality

Both parties agree to keep all information shared during this engagement confidential.

Acceptance

If you agree with the terms of this letter, please sign below:

[Your Name] - [Your Position]

[Recipient Name] - [Recipient Position]

Thank you, and we look forward to a successful partnership!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]