

# Partnership Compliance Reminder

Date: [Insert Date]

To: [Insert Partner's Name]

From: [Insert Your Name]

Subject: Reminder: Compliance with Partnership Agreement

Dear [Partner's Name],

I hope this message finds you well. This is a friendly reminder regarding our partnership agreement signed on [Insert Date of Agreement]. As we continue to work collaboratively, it's important to ensure that we are in compliance with the terms outlined in our agreement.

Specifically, please review the following key points:

- Responsibilities and Obligations
- Reporting Procedures
- Financial Contributions
- Decision-making Protocols
- Confidentiality Clauses

Should you have any questions or require further clarification on any aspects of the agreement, please feel free to reach out to me at your earliest convenience.

Thank you for your attention to this matter. I look forward to our continued successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]