

Partnership Expectations Agreement

Date: [Insert Date]

To: [Partner Name]

From: [Your Name]

Dear [Partner Name],

We are excited to embark on this partnership and would like to outline our expectations to ensure a successful collaboration. Below are the key points we would like to address:

1. Communication

We will maintain open lines of communication, scheduling regular check-ins and updates.

2. Roles and Responsibilities

Each partner will have defined roles, with [Your Name/Role] handling [Specific Responsibility] and [Partner Name/Role] overseeing [Specific Responsibility].

3. Goals and Objectives

Our primary goals for this partnership are to [List Goals]. We will measure progress through [Assessment Methods].

4. Conflict Resolution

In the event of a disagreement, we will follow a predefined process to resolve conflicts amicably.

5. Review and Evaluation

We will conduct quarterly reviews to assess our progress and make any necessary adjustments.

By signing below, we agree to uphold the expectations outlined in this letter.

_____ [Your Name]

Date: _____

_____ [Partner Name]

Date: _____

We look forward to a successful partnership!

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]