

# Follow-Up on Partnership Agreement

Dear [Partner's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the partnership agreement between [Your Company Name] and [Partner's Company Name].

As we discussed, the main highlights of the agreement include:

- Scope of the partnership
- Roles and responsibilities
- Financial arrangements
- Duration of the agreement

I would like to ensure that we are aligned on these points and address any questions or concerns you might have. Please let me know a convenient time for us to connect.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]