

Partnership Issue Resolution Outline

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Resolution of Partnership Issues

1. Introduction

Brief description of the partnership and the purpose of the letter.

2. Summary of Issues

- Issue 1: [Description]
- Issue 2: [Description]
- Issue 3: [Description]

3. Proposed Solutions

Outline of potential solutions for each issue.

4. Action Items

- Action Item 1: [Description]
- Action Item 2: [Description]
- Action Item 3: [Description]

5. Timeline

Proposed timeline for resolution.

6. Conclusion

Reaffirm commitment to partnership and willingness to resolve issues collaboratively.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]