

Partnership Responsibilities Breakdown

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

As we move forward with our partnership in [Project/Business Name], it's important to clearly outline and agree upon our respective responsibilities. Below is the breakdown of responsibilities:

Partner A Responsibilities:

- Responsibility 1
- Responsibility 2
- Responsibility 3

Partner B Responsibilities:

- Responsibility 1
- Responsibility 2
- Responsibility 3

We believe that clearly defining these responsibilities will help us collaborate more effectively and achieve our objectives.

Looking forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]