

# Strategic Alliance Responsibilities

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip]  
[Email]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip]

Dear [Recipient Name],

We are excited to formalize our strategic alliance and outline the responsibilities of each party to ensure a successful collaboration.

## Responsibilities

- **[Your Company]:** [Describe your company's responsibilities]
- **[Recipient Company]:** [Describe recipient's responsibilities]
- **Joint Responsibilities:** [Describe any shared responsibilities]

We believe that by clearly defining these roles, we will enhance our ability to achieve our mutual goals. Please feel free to reach out if you have any questions or need further clarifications.

Thank you for your collaboration, and we look forward to a successful partnership.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]