

Partnership Goal-Setting Clarification Letter

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this letter finds you well. As we move forward with our partnership, we believe it is crucial to clarify our mutual goals and expectations to ensure a successful collaboration. Below are the specific objectives we aim to achieve together:

1. **Objective 1:** [Describe the first goal]
2. **Objective 2:** [Describe the second goal]
3. **Objective 3:** [Describe the third goal]

We propose scheduling a meeting to discuss these objectives in detail and align our strategies accordingly. Please let us know your availability for the coming weeks.

Thank you for your attention to this matter. We look forward to your response and to a fruitful partnership ahead.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]