

Agency Operational Agreement Review

Date: [Insert Date]

To: [Agency Name]

Address: [Agency Address]

Dear [Agency Contact Person],

We are writing to formally initiate the review of the operational agreement currently in place between [Your Organization Name] and [Agency Name]. This review aims to ensure that all terms and conditions are still applicable and beneficial to both parties.

Please find the attached document containing the current operational agreement for your reference. We would appreciate your feedback on the following areas:

- Performance Metrics
- Responsibilities of Each Party
- Compensation and Payment Terms
- Duration and Termination Clauses

We kindly request your comments and suggestions by [Insert Deadline]. Should you have any questions, feel free to reach out directly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]