

Operational Agreement Coordination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to initiate the coordination process for the operational agreement between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. This collaboration aims to [briefly describe the purpose and goals of the agreement].

To ensure a smooth collaboration, we propose the following steps for our coordination:

- Initial meeting to discuss objectives and roles.
- Drafting of the operational agreement.
- Review and feedback session.
- Finalization and signing of the agreement.

We believe that effective communication is key to our success, and we are committed to keeping all stakeholders informed throughout the process. Please feel free to share your availability for an initial meeting, and any preliminary thoughts you may have regarding the agreement.

Thank you for your attention, and we look forward to working together towards a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]