

Ongoing Business Relationship Agreement

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to outline our ongoing business relationship and the terms under which we will collaborate moving forward. This agreement represents a mutual understanding and commitment to work together in the best interest of both parties.

1. Scope of Work

Details of the projects, services, or products involved in our collaboration.

2. Terms of Agreement

Outline of any key terms, dates, and conditions relevant to our ongoing relationship.

3. Communication

Preferred methods and frequency of communication between parties.

4. Confidentiality

Terms regarding the confidentiality of shared information.

5. Termination

Conditions under which the agreement may be terminated by either party.

We value our partnership and look forward to achieving great success together. Please feel free to contact us if you have any questions or require further details.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]