

# Letter of Understanding for Overseas Partnership

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to outline the key aspects of our proposed partnership between [Your Company/Organization] and [Recipient Company/Organization]. This letter serves as a framework for our mutual understanding and cooperation in the areas of [Specify Areas of Collaboration].

## Objectives of the Partnership

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

## Roles and Responsibilities

[Your Company/Organization]:

- [Responsibility 1]
- [Responsibility 2]

[Recipient Company/Organization]:

- [Responsibility 1]
- [Responsibility 2]

## DURATION

This partnership will commence on [Start Date] and will remain in effect until [End Date], unless extended by mutual agreement.

## **Confidentiality**

Both parties agree to maintain confidentiality regarding sensitive information exchanged during the course of this partnership.

We believe this partnership will bring significant benefits to both parties and we look forward to your confirmation of this understanding. Please feel free to contact me should you have any questions or require further clarification.

Thank you for your attention to this matter. We look forward to a fruitful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]