

Partnership Agreement

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, ZIP]

Subject: Partnership Agreement

Dear [Vendor Name],

This letter serves as a formal agreement of partnership between [Your Company Name] and [Vendor Name], hereinafter referred to as "Partners." The purpose of this partnership is to [briefly describe the purpose of the partnership].

1. Responsibilities

Each Partner agrees to fulfill the following responsibilities:

- [Your Company Name]: [List of responsibilities]
- [Vendor Name]: [List of responsibilities]

2. Terms of Agreement

The terms and conditions of this partnership will be as follows:

1. [Insert term 1]
2. [Insert term 2]
3. [Insert term 3]

3. Duration

This partnership agreement shall commence on [Start Date] and shall continue until [End Date] or until terminated by either party by providing [notice period] notice.

4. Confidentiality

Both parties agree to maintain confidentiality regarding sensitive information shared throughout the partnership.

5. Governing Law

This agreement shall be governed by the laws of [State/Country].

We look forward to a successful partnership. Please sign below to indicate your acceptance of the terms outlined in this agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email]

Accepted by:

[Vendor Name]

[Vendor Title]

[Vendor Company Name]

Signature: _____

Date: _____