

# Letter of Business Collaboration

Date: [Insert Date]

From: [Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]

To: [Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

## **Subject: Business Collaboration Roles and Duties Specifications**

Dear [Recipient Name],

I am pleased to outline the roles and duties as discussed for our upcoming collaboration between [Your Company] and [Recipient Company]. Below are the specifications:

### **Roles and Responsibilities**

- **[Your Company]:**
  - [Role/Responsibility 1]
  - [Role/Responsibility 2]
  - [Role/Responsibility 3]
- **[Recipient Company]:**
  - [Role/Responsibility 1]
  - [Role/Responsibility 2]
  - [Role/Responsibility 3]

We believe that clearly defining these roles will enhance our collaboration and drive us towards a successful partnership.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further details.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]