

Letter of Strategic Alliance

Date: [Insert Date]

From: [Your Name]

To: [Recipient's Name]

Subject: Strategic Alliance: Role Assignment and Responsibilities

Dear [Recipient's Name],

We are pleased to formalize our strategic alliance between [Your Company Name] and [Recipient's Company Name]. This letter outlines the specific roles and responsibilities assigned to each party in order to ensure the success of our collaboration.

1. Objectives of the Alliance

State the main goals of the partnership.

2. Role Assignments

[Your Company Name]

- **Role:** [Describe the role]
- **Responsibilities:**
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]

[Recipient's Company Name]

- **Role:** [Describe the role]
- **Responsibilities:**
 - [Responsibility 1]
 - [Responsibility 2]
 - [Responsibility 3]

3. Communication Protocols

Outline how both parties will communicate regarding the collaboration.

4. Review and Adjustments

Discuss how roles and responsibilities may be reviewed and adjusted as necessary.

We believe that by clearly defining our roles and responsibilities, we can create a successful partnership that achieves our common goals. Please confirm your agreement to this arrangement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Agreed and Accepted:

Signature: _____

Name: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company Name]

Date: _____