

Partnership Responsibility Acknowledgment

Date: [Insert Date]

To:

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally acknowledge our responsibilities and commitments as partners in [Partnership Name]. This letter serves as a mutual understanding of our obligations and the key contributions we each agree to provide.

Responsibilities of [Your Organization Name]:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Responsibilities of [Partner's Organization Name]:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We believe that by adhering to these responsibilities, we can achieve our mutual goals and foster a successful partnership. Please sign below to acknowledge your understanding and agreement to these terms.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]

[Partner's Name]

[Partner's Organization Name]