

# Notification of Legal Collaboration Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that we have reviewed the preliminary discussions regarding our potential collaboration in legal matters. Effective immediately, the following terms will govern our partnership:

- Scope of Collaboration: [Insert details]
- Responsibilities of Each Party: [Insert details]
- Confidentiality Agreement: [Insert details]
- Termination Clause: [Insert details]
- Compensation and Payment Terms: [Insert details]

We believe that these terms will provide a solid foundation for our collaboration and facilitate a productive working relationship. Please review the aforementioned terms and provide your feedback by [Insert Deadline].

If you have any questions or require further clarification, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]