

Operational Agreement for International Partnership

Date: [Insert Date]

[Partner Organization Name]

[Partner Organization Address]

[City, State, Zip Code]

Dear [Partner's Contact Name],

We are pleased to outline the framework of our operational agreement for the international partnership between [Your Organization Name] and [Partner Organization Name]. This agreement is intended to define the roles, responsibilities, and expectations of both parties as we work collaboratively towards our common goals.

1. Purpose of the Agreement

The purpose of this operational agreement is to outline the collaboration parameters focusing on [specific objectives or projects].

2. Roles and Responsibilities

- [Your Organization Name]: [Description of roles and responsibilities]

- [Partner Organization Name]: [Description of roles and responsibilities]

3. Communication Strategy

Regular communication will be maintained through [methods, frequency of meetings, point of contact].

4. Funding and Resources

Details regarding the allocation and management of funds and resources for the partnership.

5. Duration of Agreement

This agreement will commence on [start date] and will be reviewed on [review date].

6. Signatures

By signing below, both parties agree to the terms outlined in this operational letter:

[Your Name]

[Your Title]

[Your Organization Name]

[Partner's Name]

[Partner's Title]

[Partner Organization Name]

Thank you for your commitment to this partnership. We look forward to a fruitful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]