

Letter of Clarification of Business Partnership Obligations

Date: [Insert Date]

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

[Partner's Name]
[Partner's Position]
[Partner's Company Name]
[Partner's Company Address]
[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to clarify the obligations and responsibilities of each partner within our ongoing business partnership. It is essential that we are on the same page regarding our commitments to ensure a smooth and successful collaboration.

1. Financial Contributions

Each partner will contribute the following amounts and resources as previously outlined in our partnership agreement:

- [Your Contribution]
- [Partner's Contribution]

2. Decision-Making Responsibilities

We agree that major business decisions will require mutual consent. However, the following areas will be managed by each partner:

- [Your Area of Responsibility]
- [Partner's Area of Responsibility]

3. Profit Sharing

Profits will be distributed according to the following ratios:

- [Your Share]
- [Partner's Share]

We believe that by clearly outlining these obligations, we can strengthen our partnership and work more effectively towards our common goals. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your commitment and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]