

# Partnership Proposal Clarification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent proposal regarding a potential partnership between [Your Company Name] and [Recipient's Company Name]. We are excited about the possibilities this collaboration can offer.

We would like to clarify a few key points outlined in your proposal to ensure mutual understanding:

- **Scope of Partnership:** [Clarification on scope]
- **Roles and Responsibilities:** [Clarification on roles]
- **Financial Terms:** [Clarification on financial aspects]
- **Timeline:** [Clarification on project timeline]

Please let us know if our understanding aligns with your expectations or if there are any additional details to discuss. We are keen to move forward and solidify the terms of our partnership.

Looking forward to your response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]