

Official Partnership Agreement

Date: [Insert Date]

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

Dear [Partner's Name],

We are pleased to inform you that after careful consideration and discussion, we have reached a mutual agreement to establish an official partnership between [Your Company Name] and [Partner's Company Name]. This partnership will focus on [briefly describe partnership objectives].

The terms of our partnership include:

- Scope of Work: [Details]
- Duration: [Start Date] to [End Date]
- Responsibilities: [Details]
- Financial Arrangements: [Details]

We believe that this partnership will be beneficial for both parties and look forward to a successful collaboration. Please sign and return a copy of this letter to indicate your agreement to the terms outlined above.

Thank you for your cooperation.

Sincerely,

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

[Partner's Name]
[Partner's Title]
[Partner's Company Name]
Date: _____