

Date: [Insert Date]

**To:** [Recipient Name]  
[Recipient Title/Position]  
[Recipient Company/Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Recipient Name],

We are pleased to formally accept your partnership proposal. We look forward to a productive collaboration between [Your Company/Organization Name] and [Partner Company/Organization Name]. To ensure a clear and mutual understanding, this letter outlines the agreed-upon roles, responsibilities, and expectations of both parties.

## 1. Overview of Partnership

The purpose of this partnership is to [briefly describe the main objective or project]. This document establishes the obligations, deliverables, communication protocols, and terms for cooperation between our organizations.

## 2. Roles and Responsibilities

Party	Roles & Responsibilities
[Your Organization]	<ul style="list-style-type: none"><li>[Role/Responsibility #1]</li><li>[Role/Responsibility #2]</li><li>[Role/Responsibility #3]</li></ul>
[Partner Organization]	<ul style="list-style-type: none"><li>[Role/Responsibility #1]</li><li>[Role/Responsibility #2]</li><li>[Role/Responsibility #3]</li></ul>

## 3. Deliverables and Timelines

**Milestone 1:** [Description of Deliverable 1] — Due by [Date]

**Milestone 2:** [Description of Deliverable 2] — Due by [Date]

**Milestone 3:** [Description of Deliverable 3] — Due by [Date]

## 4. Communication Protocols

- Primary point of contact for [Your Organization]: [Name, Email, Phone]
- Primary point of contact for [Partner Organization]: [Name, Email, Phone]
- Regular meetings to be scheduled every [frequency, e.g., month/quarter]
- Progress reports exchanged by the [day] of each [month/quarter]

## 5. Resource Allocation

- [Your Organization]: [Resource commitment details, e.g., staff, funding, materials]
- [Partner Organization]: [Resource commitment details, e.g., staff, funding, materials]

## 6. General Terms

- Both parties agree to resolve disputes amicably through discussion and negotiation.
- This agreement is effective as of [Start Date] and remains in force through [End Date], unless otherwise revised by mutual written consent.
- Any amendments must be documented and signed by authorized representatives of both parties.

We are confident that this partnership will be mutually beneficial, fostering accountability, transparency, and success.

Please acknowledge receipt and acceptance of this letter by signing below.

**For [Your Organization]:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**For [Partner Organization]:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Organization Name]