

Formal Business Partnership Agreement Template

Subject: Memorandum of Agreement - Strategic Business Partnership

Dear [Partner Name],

This letter serves as a formal Memorandum of Agreement between [Your Company] and [Partner Company] regarding our proposed business partnership effective [Date].

The purpose of this agreement is to establish a mutually beneficial partnership wherein both parties will collaborate on [specific project/service]. [Your Company] will provide [your contributions] while [Partner Company] will contribute [their contributions].

Key terms of this agreement include:

- Partnership duration: [timeframe]
- Revenue sharing: [percentage breakdown]
- Responsibilities of each party as outlined in attached documentation
- Termination clause with 30-day written notice

Both parties acknowledge that this MOA represents our preliminary understanding and will be followed by a comprehensive legal agreement within [timeframe].

We look forward to a successful collaboration that benefits both organizations.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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