

## **Thank-You Letter for Agreeing To Form Strategic Alliance**

**This package contains:**

1. Instructions & Checklist for Writing a Thank-You Letter for Agreeing to Form a Strategic Alliance
2. Thank-You Letter for Agreeing to Form a Strategic Alliance

## **Instructions & Checklist for a Thank-You Letter for Agreeing to Form a Strategic Alliance**

- This package contains: (1) Instructions & Checklist for a Thank-You Letter for Agreeing to Form a Strategic Alliance; and (2) Thank-You Letter for Agreeing to Form a Strategic Alliance.
  
- This form is designed to assist you in drafting a letter to the person or company who has agreed to your suggestion that they join forces with you in a strategic alliance.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

August 29, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Just a note to thank you for agreeing to join forces in a strategic alliance. We here at [Your Company Name] enjoyed meeting with you, and are very excited about the new prospects opening up before us.

Of course there is a great deal of coordination and planning ahead of us as we hammer out specifics of our plan of action, and I imagine we will benefit from new ideas as we bring more people from each firm into the many discussions that will be taking place.

I'm looking forward to a long-term profitable working relationship; thank you again for taking this bold step together with us.

Cordially,

[Your Name]

Enclosures