

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Recipient Address]

Subject: Exclusive Referral Partnership Agreement

Dear [Recipient Name],

This letter serves to formalize the exclusive referral partnership agreement between **[Your Company Name]** and **[Partner Company Name]**, effective as of [Start Date].

1. Exclusivity: [Partner Company Name] agrees to refer all potential clients seeking [Service/Product Category] exclusively to [Your Company Name]. During the term of this agreement, [Partner Company Name] shall not enter into similar referral arrangements with any direct competitors of [Your Company Name].

2. Referral Process: Referrals will be submitted via [Email/Online Form/Portal]. Each referral must include the lead's contact information and specific requirements.

3. Commission Structure: In consideration for successful referrals that result in a signed contract or completed sale, [Your Company Name] agrees to pay [Partner Company Name] a referral fee of [Percentage/Fixed Amount] per transaction. Payments will be made within [Number] days of receiving payment from the referred client.

4. Confidentiality: Both parties agree to maintain the confidentiality of all proprietary information, client lists, and business practices shared during this partnership.

5. Term and Termination: This agreement shall remain in effect for a period of [Duration, e.g., 12 months]. Either party may terminate this agreement with [Number] days' written notice.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

[Recipient Name]
Date: _____