

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

[Partner Company Name]
[Partner Address]
[City, State, Zip Code]

Subject: Relocation Services Partnership Agreement

Dear [Partner Name],

This letter serves as a formal agreement between [Your Company Name] and [Partner Company Name] regarding a strategic partnership for relocation services.

1. Scope of Services

[Your Company Name] agrees to provide [List specific services, e.g., packing, transportation, storage] to clients referred by [Partner Company Name]. In return, [Partner Company Name] will [List reciprocal actions, e.g., promote services, provide lead generation].

2. Referral Fees and Commission

For every successful relocation contract completed through this partnership, [Your Company Name] agrees to pay [Partner Company Name] a referral fee of [Percentage or Fixed Amount]. Payments will be made within [Number] days of project completion.

3. Term and Termination

This agreement will begin on [Start Date] and remain in effect for [Duration, e.g., one year]. Either party may terminate this agreement with [Number] days of written notice.

4. Confidentiality

Both parties agree to keep all client information and business strategies shared during this partnership strictly confidential.

5. Governing Law

This agreement shall be governed by the laws of [State/Country].

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Accepted and Agreed:

[Partner Representative Name]
[Title]
[Date]