

[Date]

[Recipient Name]

[Recipient Title]

[Partner Organization Name]

[Address Line 1]

[Address Line 2]

**RE: Memorandum of Understanding (MOU) for Co-Branded Credit Card Program**

Dear [Recipient Name],

Please find enclosed two signed copies of the Memorandum of Understanding (MOU) regarding the proposed Co-Branded Credit Card Program between [Financial Institution Name] and [Partner Organization Name].

This document outlines the preliminary framework for our partnership, including marketing responsibilities, revenue sharing structures, and cardholder benefits. This MOU serves as the foundation for our formal legal agreement and reflects the discussions held between our respective teams on [Date of last meeting].

We kindly request that you review the document. If the terms are acceptable, please have an authorized signatory sign both copies and return one fully executed original to our office at your earliest convenience.

We are excited about the potential of this program and look forward to a successful launch. Should you have any questions or require further clarification regarding the terms, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Organization Name]

Enclosures: (2) Signed copies of the MOU