

[Your Name/Title]
[Your Institution Name]
[Address Line 1]
[Address Line 2]
[Date]

[Recipient Name]
[Recipient Title]
[Partner Institution Name]
[Address Line 1]
[Address Line 2]

RE: Transmittal of Memorandum of Understanding for Commercial Banking Partnership

Dear [Recipient Name],

Please find enclosed the formal Memorandum of Understanding (MOU) regarding the proposed commercial banking partnership between [Your Institution Name] and [Partner Institution Name].

Following our recent discussions, this document outlines the framework for our strategic collaboration, including shared objectives, resource allocation, and the scope of commercial services to be provided. This MOU serves as a foundational agreement to align our operational goals before proceeding to definitive service-level contracts.

We kindly request that you review the enclosed document. If the terms are acceptable, please sign both copies and return one fully executed original to our office for our records.

We look forward to a mutually beneficial partnership and the opportunity to strengthen our commercial presence together. Should you have any questions or require further clarification regarding the terms, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Typed Name]
[Title]
[Your Institution Name]

Enclosure: Memorandum of Understanding (2 copies)