

[Sender Name]  
[Sender Title]  
[Sender Organization Name]  
[Address Line 1]  
[City, State, Zip Code]

[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization Name]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Transmittal of Memorandum of Understanding for Retail Banking Joint Venture**

Dear [Recipient Name],

I am pleased to formalize the progress of our discussions regarding the proposed joint venture between [Organization A] and [Organization B]. Please find enclosed the Memorandum of Understanding (MOU) pertaining to our collaborative efforts in the retail banking sector.

This document outlines the preliminary framework for our partnership, including the proposed governance structure, shared operational resources, and the strategic objectives for our combined retail banking services. This MOU serves as a non-binding foundation for the definitive legal agreements that will follow.

We kindly request that your legal and executive teams review the enclosed document. If the terms are acceptable, please return a signed copy to our offices by [Date].

We look forward to the potential of this partnership and the value it will bring to our respective customers. Should you have any questions or require further clarification, please do not hesitate to contact me directly.

Sincerely,

[Signature]

[Sender Name]  
[Sender Title]

Enclosure: Memorandum of Understanding (MOU)