**Coach Referral Partnership**

**Letter of Understanding**

**This Understanding** is made on \_\_[Date]\_\_\_\_\_\_\_ between:

**Your Name:** [\_\_\_\_\_Coach \_\_\_\_\_\_\_\_]

**Business Name**: [\_\_\_\_\_Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

**Of**: \_\_\_\_\_\_\_\_ [Address]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**And**

**Partner Name:** [\_\_\_\_\_Name\_\_\_\_\_\_\_\_]

**Business Name**: [\_\_\_\_\_Business Name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Of**: \_\_\_\_\_\_\_\_ [Address]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Together referred to as “the Parties.”

**1. Purpose**

This Letter of Understanding confirms our mutual intention to refer potential clients to one another when it feels appropriate and is in the best interest of the client.

**2. How We’ll Work Together**

* Referrals are given in good faith, without expectation of payment or commission.
* Each party will decide independently whether to accept a referred client.
* Client information will be treated with confidentiality and within professional ethics.
* We are independent professionals, not partners or employees of each other.
* We agree to regularly check in to discuss how the referral program is working.

**3. Duration**

This understanding begins on the date signed below and may be ended by either of us at any time, simply by letting the other know.

**4. Agreement**

This Letter of Understanding is not a legally binding contract but a good-faith agreement of how we intend to work together.

**5. Confidentiality**

Both Parties agree to protect the confidentiality of all client information in accordance with privacy laws and coaching ethics.

**6. Independence of Parties**

This Agreement does not create any legal partnership, joint venture, or employment relationship. Each Party remains an independent professional.

**7. Term and Termination**

7.1 This Understanding begins on the date signed and continues until terminated by either Party with [14/30 days] written notice.  
  
7.2 Either Party may end the Understanding immediately if the other engages in conduct that they consider could damage professional reputation.

**8. Governing Law**

This Understanding shall be governed by and construed in accordance with the laws of [Your States/Countries].

**Your Name:** [\_\_\_\_\_Coach \_\_\_\_\_\_\_\_]

**Business Name**: [\_\_\_\_\_Business Name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed and agreed on** \_\_\_\_\_\_\_\_\_\_\_\_[this date]\_\_\_\_\_\_\_\_

**Partner Name:** [\_\_\_\_\_Name\_\_\_\_\_\_\_\_]

**Business Name**: [\_\_\_\_\_Business Name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed and agreed on** \_\_\_\_\_\_\_\_\_\_\_\_[this date]\_\_\_\_\_\_\_\_