

[Your Company Letterhead]

[Date]

[Partner's Name]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

Subject: Partnership Terms and Conditions

We are pleased to outline the following terms and conditions regarding our partnership:

1. **Partnership Objectives**

- Description of the purpose and goals of the partnership.

2. **Roles and Responsibilities**

- Specific duties and responsibilities for each partner.

3. **Investment and Contributions**

- Details on financial contributions, assets, or resources from each party.

4. **Profit Sharing**

- Agreement on how profits will be divided among partners.

5. **Decision-Making Process**

- Guidelines for how decisions will be made and who has authority.

6. **Duration of Partnership**

- Start date and conditions for renewal or termination of the partnership.

7. **Confidentiality**

- Obligations concerning the handling of confidential information.

8. **Dispute Resolution**

- Procedures for resolving any disagreements that may arise.

9. **Amendments**

- Process for making changes to the terms of this agreement.

Please review these terms and confirm your agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

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[Partner's Signature]

[Date]  
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[Your Signature]

[Date]