

[Your Name]  
[Your Title]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Partner's Name]  
[Partner's Title]  
[Partner's Company]  
[Partner's Company Address]  
[City, State, Zip Code]

Dear [Partner's Name],  
Subject: Partnership Agreement

We are pleased to propose a partnership between [Your Company] and [Partner's Company]. Our collaboration aims to [briefly describe the purpose of the partnership].

Below are the key terms of the proposed partnership:

1. **\*\*Objective\*\***: [Describe the goals and objectives of the partnership.]
2. **\*\*Roles and Responsibilities\*\***: [Outline the roles each party will play in the partnership.]
3. **\*\*Duration\*\***: [Specify the duration of the partnership.]
4. **\*\*Financial Arrangements\*\***: [Discuss any financial agreements, if applicable.]
5. **\*\*Confidentiality\*\***: [Include any confidentiality terms.]
6. **\*\*Termination\*\***: [Explain the terms under which the partnership may be terminated.]

We believe this partnership will be mutually beneficial and contribute to the success of both our organizations. Please review the proposed terms and reach out with any adjustments or concerns.

We look forward to your positive response.

Best regards,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Title]  
[Your Company]