

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

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

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally propose the formation of a Limited Liability Company (LLC) that will focus on [briefly describe the business idea or purpose].

I believe that by combining our skills and resources, we can create a successful venture that not only fulfills our entrepreneurial ambitions but also meets the demands of our target market. The key aspects of our proposed LLC include:

1. ****Business Name:**** [Proposed Business Name]
2. ****Business Purpose:**** [Description of the business activities]
3. ****Initial Investment:**** [Outline of each partner's contribution]
4. ****Roles and Responsibilities:**** [Brief overview of each partner's role]
5. ****Profit Sharing Agreement:**** [Proposed profit-sharing arrangement]
6. ****Management Structure:**** [Details about decision-making processes]

I propose that we schedule a meeting to discuss this proposal in greater detail and to outline our next steps, including legal considerations, operational plans, and timelines.

Thank you for considering this opportunity. I look forward to your thoughts and hopefully moving forward together.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your LLC, if applicable]