

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

[Date]
[Recipient Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Partnership as LLC

I hope this letter finds you well. I am writing to propose a partnership between our companies to establish a Limited Liability Company (LLC) that will leverage our strengths and expertise in [briefly describe the industry or market].

[Briefly outline the purpose of the partnership and potential benefits for both parties.]

We believe that by combining our resources and capabilities, we can create a strong and successful venture. We propose to discuss this opportunity further and explore the potential for collaboration in detail.

Please let us know your availability for a meeting at your earliest convenience. We look forward to the possibility of working together.

Thank you for considering this proposal.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]