

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

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

Dear [Partner's Name],

I am writing to formally confirm the terms of our partnership regarding [specific details of the LLC partnership]. Below are the agreed-upon terms:

1. ****Partnership Name:**** [Name of LLC]
2. ****Partnership Structure:**** [Details of ownership structure and equity distribution]
3. ****Capital Contributions:**** [Outline initial contributions from each partner]
4. ****Profit and Loss Distribution:**** [Explain how profits and losses will be shared]
5. ****Management Responsibilities:**** [Define roles and responsibilities of each partner]
6. ****Decision-Making Process:**** [Outline how decisions will be made]
7. ****Duration of Partnership:**** [Specify duration or terms for dissolution]
8. ****Additional Terms:**** [Any other relevant terms or conditions]

Please review the terms outlined above and let me know if you have any questions or require any modifications. Once confirmed, we can proceed with the necessary legal documentation to formalize our partnership.

Looking forward to your confirmation.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]