

[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],

Subject: Formation of Limited Liability Company Partnership

I hope this message finds you well. I am writing to formally propose the formation of a Limited Liability Company (LLC) partnership between us.

Below are the key details and considerations regarding this partnership:

1. ****Company Name****: [Proposed LLC Name]
2. ****Purpose****: [Brief description of business purpose]
3. ****Ownership Structure****: [Ownership percentage for each partner]
4. ****Initial Capital Contributions****: [Details on financial contributions]
5. ****Management Structure****: [Details on roles and responsibilities]
6. ****Profit and Loss Distribution****: [Explanation of how profits and losses will be shared]
7. ****Duration of the LLC****: [Indefinite or specific term]
8. ****Decision-Making Process****: [How decisions will be made]
9. ****Dissolution Terms****: [Conditions under which the LLC may dissolve]

I believe this partnership presents an excellent opportunity for both of us. I am excited about the possibilities that lie ahead and would like to discuss this proposal further. Please let me know your thoughts, and if you agree, we can set up a meeting to finalize the details.

Looking forward to your response.

Sincerely,

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