

[Your Name]  
[Your Title/Position]  
[Your LLC Name]  
[Your LLC Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Partner's Name]  
[Partner's Title/Position]  
[Partner's LLC Name]  
[Partner's LLC Address]  
[City, State, Zip Code]

Dear [Partner's Name],

I am writing to formally acknowledge and confirm our partnership in [Name of the LLC] as of [Effective Date]. This collaboration represents an exciting opportunity for both of our LLCs, and I am looking forward to working together to achieve our mutual goals.

As discussed, our partnership will focus on [briefly describe nature of partnership]. We believe that our combined strengths and resources will lead to significant growth and success.

Please find enclosed the details of our partnership agreement for your records. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your commitment and enthusiasm. I look forward to a prosperous partnership.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your LLC Name]