

[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 am pleased to formally accept your proposal for forming a Limited Liability Company (LLC) as partners. After careful consideration, I believe that our combined skills and resources will create a successful venture.

As we move forward, I propose we discuss the following key components to solidify our partnership:

1. ****Business Name****: [Proposed LLC Name]
2. ****Ownership Structure****: [Ownership Percentages]
3. ****Roles and Responsibilities****: [Outline of each partner's role]
4. ****Initial Capital Contributions****: [Details of contributions from each partner]
5. ****Operating Agreement****: [Plan to draft and finalize]

Please let me know your availability for our first meeting to discuss these details and any additional topics you may have in mind. I am looking forward to embarking on this journey together.

Thank you for the opportunity.

Sincerely,

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