

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

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

Dear [Partner's Name],

RE: Partnership Notification

I hope this letter finds you well. We are writing to formally notify you regarding the partnership between [Your Company Name, LLC] and [Partner's Company Name, LLC].

As per our discussions and agreements, the partnership will focus on [briefly outline the purpose of the partnership, e.g., joint ventures, product development, marketing initiatives, etc.].

We anticipate that this collaboration will yield significant benefits for both parties, including [mention any expected outcomes or benefits].

Please consider this letter as a confirmation of our partnership and our intent to proceed with the necessary arrangements to ensure a successful collaboration.

We look forward to working closely with you and your team. Should you have any questions or need further clarification, please don't hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name, LLC]