

[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: LLC Partnership Offer

I hope this letter finds you well. I am writing to formally invite you to become a partner in our Limited Liability Company, [LLC Name].

As discussed, our LLC specializes in [brief description of the business and its purpose]. We believe that your skills and expertise in [specific area of the partner's expertise] would greatly complement our team and contribute to the growth of our business.

The key terms of our partnership are as follows:

1. ****Ownership Distribution****: [Specify ownership percentage]
2. ****Capital Contribution****: [Detail initial investment required]
3. ****Profit Sharing****: [Explain profit-sharing structure]
4. ****Responsibilities****: [Outline partner's roles and responsibilities]
5. ****Duration****: [Mention duration of the partnership, if applicable]

We envision this partnership as a collaborative effort that will leverage our individual strengths and drive the LLC towards success.

Please review this offer and let me know if you have any questions or would like to discuss any amendments. I look forward to the opportunity of working together and am excited about the potential for our future.

Warm regards,

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