

[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 Agreement

I hope this message finds you well. I am writing to formalize our discussions regarding the formation of a Limited Liability Company (LLC) for [Business Name].

As we previously discussed, I believe that establishing an LLC will provide us with the necessary legal protections and operational flexibility. The proposed structure of our partnership would involve [briefly outline ownership percentages, roles, and responsibilities, e.g., "an equal partnership where each of us will hold a 50% ownership stake"].

Additionally, we should consider the following key points for our LLC agreement:

1. Management structure and decision-making processes
2. Profit and loss distribution
3. Capital contributions
4. Exit strategies

I suggest we meet to finalize the details and draft the LLC agreement. Please let me know your availability for a meeting next week. Looking forward to moving forward with this promising venture.

Best regards,

[Your Name]
[Your Title/Position]
[Business Name]