

[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 writing to formalize our discussions regarding a partnership agreement between [Your Company/Your Name] and [Partner's Company/Partner's Name]. We believe that a strategic partnership will allow both parties to leverage our strengths and achieve mutual goals.

Key aspects of the partnership include:

1. **\*\*Purpose\*\***: [Briefly describe the purpose of the partnership.]
2. **\*\*Responsibilities\*\***: [Outline the responsibilities of each party.]
3. **\*\*Financial Contributions\*\***: [Specify any financial contributions or investments.]
4. **\*\*Profit Sharing\*\***: [Detail the profit-sharing arrangement.]
5. **\*\*Duration\*\***: [Mention the duration of the partnership.]
6. **\*\*Confidentiality\*\***: [Include any confidentiality agreements if applicable.]

I propose that we schedule a meeting to discuss this agreement in detail and address any questions either party may have. Please let me know your availability for the upcoming week.

Looking forward to your positive response.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]