

[Your Company Letterhead]

[Date]

[Partner's Name]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

Subject: Partnership Agreement

We are pleased to formally establish a partnership between [Your Company Name] and [Partner's Company Name] to [briefly describe purpose of partnership].

Terms of the Partnership:

1. ****Objective****: [State the main goal of the partnership]

2. ****Responsibilities****:

- [Your Company Name]: [List main responsibilities]

- [Partner's Company Name]: [List main responsibilities]

3. ****Duration****: [Specify the duration of the partnership]

4. ****Financial Arrangements****: [Provide details about financial responsibilities or profit sharing]

5. ****Confidentiality****: [Include any confidentiality requirements]

6. ****Termination****: [Outline conditions under which the partnership can be terminated]

We believe this partnership will yield significant benefits for both parties. Please review the details outlined above and confirm your agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Partner's Name]

[Signature]

[Date]