

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

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

Dear [Partner's Name],

Subject: Partnership Agreement between [Your Company Name] and [Partner's Company Name]

I hope this letter finds you well. We are excited to formalize our partnership and outline the terms of collaboration between [Your Company Name] and [Partner's Company Name].

1. ****Parties Involved****

This Partnership Agreement is made between:

- [Your Company Name], represented by [Your Name]
- [Partner's Company Name], represented by [Partner's Name]

2. ****Purpose****

The purpose of this partnership is to [describe the purpose of the partnership, e.g., collaborate on a specific project, share resources, etc.].

3. ****Roles and Responsibilities****

- [Your Company Name] shall undertake: [list specific roles and responsibilities].
- [Partner's Company Name] shall undertake: [list specific roles and responsibilities].

4. ****Duration****

This partnership shall commence on [start date] and shall continue until [end date/conditions for termination].

5. ****Financial Arrangements****

- [Describe any financial commitments, profit sharing, or investment details].

6. ****Confidentiality****

Both parties agree to maintain confidentiality regarding any proprietary information exchanged during the partnership.

7. ****Governing Law****

This agreement shall be governed by the laws of [state/country]. Please review the terms outlined above and, if you agree, sign below. We look forward to a mutually rewarding partnership.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

[Partner's Signature]
[Partner's Printed Name]
[Partner's Title]