

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

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

Dear [Partner's Name],

Subject: Partnership Agreement

I hope this letter finds you well. I am writing to formalize our intentions for a partnership between [Your Company Name] and [Partner's Company Name].

1. **\*\*Objectives\*\***
  - [State the main objectives of the partnership.]
2. **\*\*Roles and Responsibilities\*\***
  - [Detail the roles each party will play in the partnership.]
3. **\*\*Financial Contributions\*\***
  - [Outline the financial obligations and contributions by both parties.]
4. **\*\*Duration of Partnership\*\***
  - [Specify the term of the partnership agreement.]
5. **\*\*Confidentiality\*\***
  - [Mention any confidentiality clauses or agreements.]
6. **\*\*Dispute Resolution\*\***
  - [Describe the process for resolving any disputes that may arise.]

We believe this partnership can yield significant benefits for both parties, and we are excited about the potential collaboration. Please review the terms and let us know if you have any changes or suggestions. Looking forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]