

[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 propose a partnership agreement between [Your Company Name] and [Partner's Company Name] to [briefly describe the purpose of the partnership].

**\*\*1. Overview of the Partnership:\*\***

- [Objective 1]

- [Objective 2]

- [Objective 3]

**\*\*2. Responsibilities of Each Party:\*\***

- **\*\*[Your Company Name]:\*\***

  - [Responsibility 1]

  - [Responsibility 2]

- **\*\*[Partner's Company Name]:\*\***

  - [Responsibility 1]

  - [Responsibility 2]

**\*\*3. Duration of the Partnership:\*\***

The partnership will commence on [start date] and will continue until [end date or conditions for termination].

**\*\*4. Financial Arrangements:\*\***

- [Detail the financial contributions, profit sharing, or expenses involved]

**\*\*5. Confidentiality Clause:\*\***

Both parties agree to keep all sensitive information private and only use it for the purpose of this partnership.

Please review this proposal, and if you agree, we can proceed to formalize this partnership.

Thank you for considering this opportunity. We look forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]