

[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],

Subject: Partnership Proposal for [LLC Name]

I hope this letter finds you well. I am writing to formally propose a partnership agreement for the establishment of [LLC Name]. We aim to leverage our individual strengths to create a successful venture together. Below are the key details and terms for our potential partnership:

1. ****Objectives of the LLC****
 - Clearly outline the purpose and goals of the LLC.
 - Specify the industry and target market.
2. ****Roles and Responsibilities****
 - Detail the roles and responsibilities of each partner.
 - Specify decision-making processes and authority levels.
3. ****Capital Contributions****
 - State the initial capital contributions required from each partner.
 - Discuss any potential future funding needs and how they will be addressed.
4. ****Profit Distribution****
 - Outline how profits and losses will be distributed among partners.
 - Specify any withdrawal policies or profit-sharing formulas.
5. ****Management Structure****
 - Define the management hierarchy within the LLC.
 - Discuss how meetings will be conducted and how decisions will be made.
6. ****Duration of Partnership****
 - Indicate the intended duration of the partnership.
 - Discuss terms for renewal or dissolution of the partnership.
7. ****Confidentiality Agreement****
 - Propose a confidentiality agreement to protect proprietary information.
 - Outline the consequences of breaches of confidentiality.
8. ****Dispute Resolution****
 - Identify methods for resolving disputes (mediation, arbitration, etc.).
 - Specify the jurisdiction that will govern the partnership agreement.
9. ****Amendments to the Agreement****
 - Discuss how future amendments to the partnership agreement can be made.

Please review the proposed terms at your earliest convenience. I am eager to discuss this further and ensure that we both have a mutual understanding of our partnership. I suggest we schedule a meeting to address any questions or concerns and finalize our agreement.

Thank you for considering this partnership opportunity. I look forward to your response.

Best regards,
[Your Printed Name]

[Your Title/Position]
[LLC Name]
[Website, if applicable]