

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: LLC Partnership Agreement

Dear [Recipient Name],

This letter serves as an agreement between [Your Name] and [Partner's Name] to establish a Limited Liability Company (LLC) under the name [LLC Name], located at [Business Address].

1. **Purpose:**

The primary purpose of this LLC is to [describe the business purpose].

2. **Capital Contributions:**

Each partner agrees to contribute the following:

- [Your Name]: \$[amount]
- [Partner's Name]: \$[amount]

3. **Management:**

The management structure shall be as follows: [describe management roles and responsibilities].

4. **Profit Distribution:**

Profits and losses will be distributed as follows:

- [Your Name]: [percentage]%
- [Partner's Name]: [percentage]%

5. **Duration:**

This LLC shall remain in effect until [duration or conditions for termination].

6. **Amendments:**

Any amendments to this agreement must be in writing and signed by both parties.

Please sign below to indicate your acceptance of these terms.

Sincerely,

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

Date: _____

[Add any additional clauses or sections as necessary.]