

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],  
Subject: Partnership Letter for [LLC Name]

I hope this letter finds you well.

This letter serves as a formal agreement to outline the partnership between [Your Name] and [Partner's Name] regarding the operations and management of [LLC Name].

1. **\*\*Business Purpose\*\***:

The purpose of the partnership is to [describe the purpose of the LLC].

2. **\*\*Ownership Structure\*\***:

[Your Name] will hold [percentage] of the ownership, while [Partner's Name] will hold [percentage].

3. **\*\*Capital Contributions\*\***:

Each partner agrees to contribute the following amounts:

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

4. **\*\*Profit and Loss Distribution\*\***:

Profits and losses will be distributed according to ownership percentages, unless otherwise agreed upon in writing.

5. **\*\*Decision-Making\*\***:

Decisions will be made jointly. However, [specific procedures for major decisions, if applicable].

6. **\*\*Duration of Partnership\*\***:

The partnership shall commence on [start date] and will continue until terminated by either party with written notice.

7. **\*\*Amendments\*\***:

This agreement may be amended only by a written document signed by both partners.

Please review the above terms and let me know if you have any questions or if further discussions are needed. I look forward to working together.

Sincerely,

[Your Name]  
[Your Title]  
[LLC Name]