

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

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

Subject: LLC Partnership Management Structure Agreement

Dear [Partner's Name],

This letter serves to outline and formalize the management structure of [Your LLC Name], henceforth referred to as "the Company."

****1. Management Structure****

The Company shall adopt a [member-managed or manager-managed] structure.

****2. Members and Managers****

The following individuals are designated as members and/or managers of the Company:

- [Member/Manager Name 1] - [Role]
- [Member/Manager Name 2] - [Role]
- [Additional Members/Managers as necessary]

****3. Decision-Making Authority****

Decisions within the Company will be made as per the following guidelines:

- Major decisions require [unanimous or majority] consent.
- Day-to-day operations can be managed by [designated members/managers].

****4. Roles and Responsibilities****

Each member/manager will have specific roles:

- [Member/Manager Name 1]: [Role and Responsibilities]
- [Member/Manager Name 2]: [Role and Responsibilities]
- [Add additional roles as needed]

****5. Meetings****

Regular meetings will be held [monthly/quarterly] on [specific day] to discuss Company matters.

****6. Amendments****

Any amendments to this management structure require [unanimous/majority] agreement among the partners.

Please sign below to acknowledge your acceptance of this management structure.

Sincerely,
[Your Name]
[Your Title]
[Your LLC Name]

[Partner's Name]
[Partner's Signature]
[Date]

[Your Signature]
[Date]