

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

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

Dear [Partner's Name],

RE: LLC Partnership Operating Agreement

This letter serves as a partnership agreement for [Your LLC Name] (hereinafter referred to as the "LLC"). The operating agreement outlines the terms and conditions governing our partnership and the management of the LLC.

1. **Formation**

The LLC is formed and registered under the laws of the State of [State].

2. **Purpose**

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

3. **Members**

The following individuals are members of the LLC:

- [Member 1 Name]
- [Member 2 Name]

4. **Capital Contributions**

Each member agrees to contribute the following capital:

- [Member 1 Name]: \$[Amount]
- [Member 2 Name]: \$[Amount]

5. **Profits and Losses**

Profits and losses will be allocated in proportion to each member's capital contributions.

6. **Management**

The LLC shall be managed by [Member(s) or a designated manager].

7. **Amendments**

Any amendments to this agreement must be in writing and signed by all members.

8. **Dissolution**

The LLC may be dissolved by a unanimous vote of all members.

Please indicate your acceptance of these terms by signing below.

Sincerely,

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[Your Name]  
[Your Title]  
[Your LLC Name]  
Agreed and Accepted:

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

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[Member 2 Name]  
[Member 2 Signature]  
[Date]  
[Additional Partner(s) Signature, if applicable]