

[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 Agreement for [LLC Name]

I am writing to outline the terms of our partnership regarding [LLC Name]. This letter serves as a preliminary agreement to solidify our understanding and intentions before we proceed with formal documentation.

1. **\*\*Business Purpose\*\***: The purpose of our LLC will be [brief description of business activities].  
2. **\*\*Capital Contributions\*\***: Each partner agrees to contribute the following amounts:

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

3. **\*\*Profit and Loss Distribution\*\***: Profits and losses will be shared based on the following percentages:

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

4. **\*\*Management Responsibilities\*\***: Both partners will have equal rights in managing the LLC, with specific roles as follows:

- [Your Name]: [Your Role]
- [Partner's Name]: [Partner's Role]

5. **\*\*Dispute Resolution\*\***: In the event of any disputes, we agree to take the following steps: [Outline dispute resolution process].

6. **\*\*Duration of Partnership\*\***: This partnership will commence on [Start Date] and continue until terminated by mutual agreement.

Please review this letter and confirm your acceptance of the terms as outlined. Upon agreement, we will proceed with the drafting of a formal Operating Agreement.

Looking forward to a successful partnership.

Sincerely,

[Your Name]  
[Your Title/Position]  
[LLC Name]  
[Partner's Signature]  
[Partner's Name]  
[Date]