

[Your Name]  
[Your Title]  
[Your LLC Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Partner's Name]  
[Partner's Title]  
[Partner's LLC Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well.

I am writing to discuss the terms and conditions of our LLC partnership as we move forward together. Our collaboration has proven beneficial, and I believe it is essential to formalize our partnership to ensure clarity and mutual understanding.

[Insert specific details about the partnership, roles, responsibilities, and any agreements or expectations you would like to outline.]

I suggest we schedule a meeting to discuss this further and finalize the details. Please let me know your availability in the coming days.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

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