

[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],

I hope this letter finds you well. I am writing to formalize our discussions regarding the formation of a Limited Liability Company (LLC) partnership.

****1. Partnership Name****

We will operate under the name [Proposed LLC Name].

****2. Purpose****

The purpose of the LLC will be [Description of Business Activities].

****3. Capital Contributions****

Each partner will contribute the following:

- [Partner 1: Description of Contribution]
- [Partner 2: Description of Contribution]

****4. Profit and Loss Distribution****

Profits and losses will be distributed according to the following percentages:

- [Partner 1: Percentage]
- [Partner 2: Percentage]

****5. Management Structure****

The management of the LLC will be structured as follows:

- [Details about management roles and responsibilities]

****6. Decision Making****

Decisions will be made by [Describe decision-making process, e.g., majority vote, unanimous consent, etc.].

Please feel free to review and suggest any changes or additional clauses you think are necessary. I would like to proceed with drafting the official Operating Agreement and paper for our LLC registration once we agree on the details.

Looking forward to your thoughts.

Best regards,

[Your Name]
[Your Title] (if applicable)
[Your LLC (if applicable)]