

[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: Simple LLC Partnership Agreement

This letter serves as a confirmation of our partnership agreement regarding the establishment of a Limited Liability Company (LLC) known as [LLC Name]. The terms of our partnership are as follows:

1. **\*\*Purpose\*\***: The purpose of the LLC is to [describe the business purpose].
2. **\*\*Ownership\*\***: Ownership interest shall be divided as follows:
  - [Your Name] - [Percentage]%
  - [Partner's Name] - [Percentage]%
3. **\*\*Capital Contributions\*\***: Each partner will contribute the following:
  - [Your Name]: [Amount or description of contribution]
  - [Partner's Name]: [Amount or description of contribution]
4. **\*\*Management\*\***: Management of the LLC will be conducted by [describe management structure or specify partners].
5. **\*\*Distributions\*\***: Profits and losses will be distributed according to ownership percentages.
6. **\*\*Duration\*\***: The LLC will commence on [start date] and will continue until terminated by the partners.

Please sign below to acknowledge your acceptance of these terms and conditions.

Sincerely,  
[Your Name]  
[Your Signature]

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

[Optional: Notary Public Section if needed]