

[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: Limited Liability Company Partnership Agreement

1. Introduction

- a. Purpose of the letter
- b. Names of parties involved

2. Company Formation

- a. Name of the LLC
- b. State of formation
- c. Date of formation

3. Ownership Interests

- a. Percentage of ownership for each partner
- b. Capital contributions

4. Management Structure

- a. Roles and responsibilities of each partner
- b. Decision-making processes

5. Profit and Loss Distribution

- a. Method of distributing profits and losses
- b. Timing of distributions

6. Withdrawal and Dissolution

- a. Terms for withdrawal of a partner
- b. Procedure for dissolution of the LLC

7. Confidentiality

- a. Agreement on confidentiality of business information

8. Dispute Resolution

- a. Methods for resolving disputes

9. Amendments

- a. Procedure for amending the agreement

10. Signatures

- a. Signature lines for both partners

Thank you for your partnership. I look forward to working together.

Sincerely,

[Your Name]
[Your Title/Position]
[Partner's Name]
[Partner's Title/Position]