

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Management Agreement for [LLC Name]

This Management Agreement ("Agreement") is made and entered into as of [Effective Date], by and between [LLC Name], a [State] limited liability company (the "Company"), and [Manager's Name], an individual/entity (the "Manager").

1. **Scope of Services**

The Manager agrees to provide the following management services to the Company:

- [List specific services]

2. **Term**

This Agreement shall commence on [Start Date] and continue until [End Date], unless terminated earlier in accordance with the provisions of this Agreement.

3. **Compensation**

The Company agrees to pay the Manager a fee of [Amount] per [Payment Schedule] for the services rendered.

4. **Termination**

This Agreement may be terminated by either party upon [Number of Days] written notice.

5. **Confidentiality**

The Manager agrees to maintain the confidentiality of all proprietary information disclosed during the term of this Agreement.

6. **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of [State].

Please indicate your acceptance of the terms of this Agreement by signing below.

Sincerely,
[Your Name]
[Your Title]
[LLC Name]

[Manager's Name]

[Title/Position]

Date: _____