

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

[Member Name]
[Member Address]
[City, State, Zip Code]

Dear [Member Name],

Subject: LLC Ownership Agreement

We are excited to outline the ownership agreement for [LLC Name], formed on [Formation Date]. Below are the key terms of our agreement concerning the ownership structure:

1. ****Ownership Interest****
 - [Your Name]: [Percentage]%
 - [Member Name]: [Percentage]%
2. ****Capital Contributions****
 - [Your Name]: [Contribution Amount and Description]
 - [Member Name]: [Contribution Amount and Description]
3. ****Profit and Loss Distribution****
 - Profits and losses will be allocated in accordance with each member's ownership interest.
4. ****Decision-Making****
 - Major decisions shall require [unanimous/majority] consent of the members.
5. ****Transfer of Ownership****
 - Any transfer of ownership interest must be approved by [specific approval process].
6. ****Dissolution****
 - The LLC may be dissolved upon [specific conditions/method of dissolution].

It is essential for both parties to agree upon these terms to establish a successful partnership. Please review this agreement and feel free to bring any questions or suggestions.

Once you are comfortable with the terms, please indicate your agreement by signing below.

Sincerely,

[Your Signature]

[Your Printed Name]

Agreed and Accepted by:

[Member Name]

[Date]