

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

[Partner Company Name]
[Partner Company Address]
[City, State, Zip Code]

Subject: Joint Venture LLC Agreement

Dear [Partner's Name],

This letter serves to outline the framework for a joint venture agreement between [Your Company Name] and [Partner Company Name] to form a Limited Liability Company (LLC) for [Project/Business Purpose].

1. ****Purpose****

The purpose of this joint venture is to [brief description of the project or business goal].

2. ****Formation of LLC****

Both parties agree to establish an LLC named [Proposed LLC Name], under the laws of [State].

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

Each party will contribute the following capital:

- [Your Company Name]: [Description of Contribution]
- [Partner Company Name]: [Description of Contribution]

4. ****Management Structure****

The management of the LLC will be shared as follows:

- [Your Company Name]: [Management Role]
- [Partner Company Name]: [Management Role]

5. ****Profit Sharing****

Profits and losses will be distributed as follows:

- [Your Company Name]: [Percentage]
- [Partner Company Name]: [Percentage]

6. ****Duration****

This joint venture shall commence on [Start Date] and shall continue until [End Date or Conditions for Termination].

7. ****Confidentiality****

Both parties agree to maintain confidentiality regarding proprietary information and business practices.

8. ****Governing Law****

This agreement shall be governed by the laws of the State of [State]. Please review the terms outlined above and let us know if you wish to discuss any modifications. We believe this partnership holds significant potential and look forward to working together.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Partner's Name]
[Partner's Title]
[Partner Company Name]
[Enclosures: if any]