

Letter of Partnership Terms Discussion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Position]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to propose a meeting to discuss the terms of our potential partnership between [Your Company Name] and [Partner's Company Name].

We believe that collaborating could bring significant value to both our organizations. In particular, we would like to discuss the following key points:

- Objectives of the partnership
- Roles and responsibilities of each party
- Financial contributions and profit sharing
- Duration and termination of the agreement
- Intellectual property rights

Please let us know when you would be available for a meeting. We are looking forward to your insights and hope to reach a mutually beneficial agreement.

Thank you for considering this collaboration. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]