

Partnership Arrangement Outline

Date: [Insert Date]

To: [Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are pleased to outline the terms of our proposed partnership arrangement as follows:

1. Purpose of Partnership

[Briefly describe the purpose and goals of the partnership]

2. Roles and Responsibilities

[Detail the roles and responsibilities of each partner]

3. Contributions

[Specify the contributions of each partner to the partnership]

4. Financial Arrangement

[Outline the financial terms, including profit sharing and expenses]

5. Duration of Partnership

[State the duration of the partnership agreement]

6. Termination

[Describe the conditions under which the partnership may be terminated]

7. Confidentiality

[Include any confidentiality agreements]

We believe this partnership will be mutually beneficial and look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]