

# Terms of Partnership

Date: [Insert Date]

To:

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

**Dear [Partner's Name],**

This letter serves as an outline for the terms of our proposed partnership.

## **1. Purpose of Partnership**

[Briefly describe the purpose of the partnership]

## **2. Responsibilities**

[Outline the roles and responsibilities of each partner]

## **3. Financial Contributions**

[Detail the financial contributions expected from each partner]

## **4. Profit Sharing**

[Describe how profits will be shared]

## **5. Duration**

[State the duration of the partnership]

## **6. Termination Clause**

[Outline the conditions under which the partnership can be terminated]

## **Conclusion**

We believe this partnership will be mutually beneficial and look forward to your thoughts on the outlined terms.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]