

Partnership Agreement Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are pleased to formalize our partnership agreement between [Your Company Name] and [Recipient's Company Name], effective as of [Effective Date]. This partnership aims to [briefly describe purpose or goals of the partnership].

Terms of Agreement

- Partnership Duration: [Insert duration]
- Roles and Responsibilities: [Insert roles/responsibilities]
- Profit and Loss Distribution: [Insert distribution method]
- Dispute Resolution: [Insert dispute resolution method]

This letter serves as an initial outline of our partnership. We encourage you to review the agreement and provide any feedback or revisions you deem necessary. We are looking forward to a successful collaboration and are excited about the opportunities this partnership will bring.

Please confirm your acceptance of the terms outlined above by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Date]