

Letter of Mutual Business Venture Outline

Date: [Insert Date]

From: [Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

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

Dear [Friend's Name],

I hope this letter finds you well. I am excited to discuss our potential business venture and would like to outline our ideas for a successful collaboration.

1. Venture Overview

We will be focusing on [brief description of the business idea or sector].

2. Roles and Responsibilities

[Your Name]: [Your role and responsibilities] [Friend's Name]: [Friend's role and responsibilities]

3. Financial Contributions

Initial investment: [amount from each party] Profit sharing: [proposed split]

4. Goals and Objectives

Short-term goals: [list of goals] Long-term objectives: [list of objectives]

5. Timeline

Start date: [proposed start date] Milestones: [key milestones and deadlines]

6. Next Steps

I propose we meet [suggest a date or timeframe] to discuss this further and finalize our plans.

Thank you for considering this venture. I believe that together, we can achieve great success!

Sincerely,

[Your Name]