

Income Distribution Policy

Date: [Insert Date]

Dear Partners,

We hope this letter finds you well. As part of our ongoing commitment to transparency and collaboration, we are pleased to share our Income Distribution Policy that will govern how profits generated by our partnership will be distributed.

Policy Overview

The Income Distribution Policy aims to ensure that distributions are made fairly, promptly, and in alignment with our partnership objectives. Below are the key components:

1. Distribution Schedule

Distributions will be made on a [Quarterly/Annual] basis, following the end of our fiscal year.

2. Allocation Method

Income will be allocated based on [insert criteria: capital contribution, agreed-upon percentages, etc.].

3. Retained Earnings

A portion of the income, specifically [insert percentage], will be retained in the business to support future growth.

Conclusion

Please review the enclosed policy document for more details. We value your partnership and aim to make our financial dealings as transparent as possible.

Thank you for your attention, and we look forward to another successful year together!

Sincerely,

[Your Name]
[Your Position]
[Your Company]