

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Business Partnership Agreement

Dear [Recipient's Name],

We are pleased to confirm our mutual agreement to establish a business partnership between [Your Company Name] and [Recipient's Company Name]. This partnership aims to [briefly describe the purpose and goals of the partnership].

Enclosed, please find the detailed Business Partnership Agreement outlining the terms, responsibilities, and expectations of both parties. We believe that this partnership will be mutually beneficial and look forward to a successful collaboration.

Please review the agreement at your earliest convenience, and feel free to reach out should you have any questions or require further clarification. Once you are in agreement with the terms, kindly sign and return a copy for our records.

Thank you for your commitment to this partnership. We are excited about the opportunities that lie ahead.

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