

[Your Name]  
[Your Position/Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Company/Organization] to formally express our interest in exploring a potential business partnership with [Recipient's Company/Organization]. As part of our due diligence process, we would appreciate if you could kindly provide detailed information regarding the terms and conditions of the proposed partnership.

Specifically, we would like to understand the following aspects:

- **Scope of the Partnership:** The roles, activities, and objectives expected of each party.
- **Financial Commitments:** Any initial investments, ongoing contributions, or other financial obligations required from each party.
- **Roles and Responsibilities:** The specific duties and areas of accountability for all parties involved.
- **Profit-Sharing Arrangements:** The method and timeline for distributing profits and how losses will be addressed.
- **Duration:** The intended term of the partnership and any provisions for renewal or early termination.

We believe that clear and transparent communication regarding these elements is crucial to establishing a mutually beneficial and legally sound relationship. Kindly share any relevant documents or proposals that outline the terms and expectations of the partnership.

Should you require any additional information from our end, please do not hesitate to reach out. We look forward to your response and to the possibility of working together.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company/Organization]