

# Business Offer Letter for Partnership

A **business offer letter** for partnership serves as a formal proposal to establish a collaborative business relationship between two or more parties. This letter outlines the terms, objectives, and mutual benefits of the partnership, helping set the foundation for a successful joint venture.

## Sample Format

### [Your Company Letterhead]

[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

### [Recipient Name]

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

Subject: Proposal for Business Partnership

Dear [Recipient Name],

We are pleased to extend this formal offer to establish a business partnership between **[Your Company Name]** and **[Recipient's Company Name]**. This partnership aims to leverage our combined expertise to achieve mutual growth and success in [briefly state the industry or field].

### 1. Purpose of the Partnership

The primary objective of this collaboration is to [briefly describe the shared goals, e.g., expand into new markets, develop new products, etc.]. Both parties are expected to bring complementary skills and resources to the partnership.

### 2. Roles and Responsibilities

- **[Your Company Name]:** [Summarize your responsibilities]
- **[Recipient's Company Name]:** [Summarize recipient's responsibilities]

### 3. Financial Arrangements

The financial terms of this partnership include [describe the initial investment, profit-sharing ratio, cost responsibilities, etc.]. All financial details will be finalized upon mutual agreement during contract drafting.

### 4. Confidentiality

Both parties agree to maintain strict confidentiality regarding any proprietary or sensitive information shared in connection with this partnership.

### 5. Next Steps

Should you be interested in proceeding, we would be happy to schedule a meeting to discuss the details further and begin drafting the formal partnership agreement.

Please feel free to contact me at [your phone number] or [your email address] if you require additional information.

We look forward to a mutually beneficial partnership.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]

*Note: Customize the contents in brackets [ ] according to your specific circumstances.*