

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.