

Sample Partnership Acceptance Letter

[Your Company Letterhead]

Date: [Insert Date]

To:
[Partner Name]
[Partner Designation]
[Partner Company Name]
[Partner Address]

Subject: Acceptance of Partnership with Terms and Conditions

Dear [Partner Name],

We are pleased to acknowledge and formally accept your proposal to enter into a partnership between [Your Company Name] and [Partner Company Name]. We appreciate the opportunity to collaborate and are confident that this partnership will be mutually beneficial and fruitful.

Please find below the terms and conditions governing our partnership, as discussed and agreed upon:

- 1. **Purpose and Scope:**
The partnership aims to [briefly describe the nature and objectives of the collaboration].
- 2. **Roles and Responsibilities:**
 - o [Your Company Name]: [List specific responsibilities]
 - o [Partner Company Name]: [List specific responsibilities]
- 3. **Capital Contribution:**
Both parties agree to contribute as follows:
[Specify financial or other contributions by each partner]
- 4. **Profit and Loss Sharing:**
The profits and losses shall be distributed as follows:
[Specify percentage or ratio, e.g., 50%:50%]
- 5. **Duration of Partnership:**
This partnership shall commence on [Start Date] and continue until [End Date/Indefinitely], unless terminated earlier as per the terms outlined herein.
- 6. **Management Structure:**
The partnership will be managed by [describe management arrangement or appointing managing partner].
- 7. **Decision Making:**
Major decisions will require the mutual consent of all partners. Routine operational matters may be handled as mutually agreed.
- 8. **Confidentiality:**
Both parties agree to maintain strict confidentiality regarding any proprietary or sensitive information exchanged during the partnership.
- 9. **Termination:**
Either party may terminate this partnership by providing [number] days' written notice. Upon termination, all pending obligations and settlements shall be resolved in good faith.
- 10. **Legal Compliance:**
This partnership shall comply with all relevant local, state, and federal regulations.
- 11. **Dispute Resolution:**
In case of any dispute arising out of or in connection with this partnership, both parties agree to attempt amicable resolution, failing which the dispute shall be settled through arbitration.

By signing below, both parties indicate their acceptance of the terms and conditions stated above and affirm their commitment to a collaborative partnership.

For [Your Company Name]: For [Partner Company Name]:

_____ Name:	_____ Name:
_____ Title:	_____ Title:
_____ Date:	_____ Date:

Please feel free to contact us if you have any questions or need further clarifications.

Sincerely,
[Your Name]
[Your Title]

