To

[The Recipient]  
[Address]

Dear Mr. Steven,

I am writing this letter to formally appoint your company ABC Limited as our partner for the manufacturing of XYZ product.

As per our correspondences over the last few months, we have analyzed that co-producing XYZ will yield beneficial results for ABC Limited as well as our company. The efficiency of the product will increase, costs would fall, profit generation would be high, and as XYZ is only being produced by the two companies in the market, ABC Limited, and our company, this partnership would reduce the competitive pressure as well.

After this partnership, our company and ABC Limited would share all the expenses and profits in a 50% ratio. As decided, our production unit will be closed, and as your unit has extra capacity, our workers would work in your unit, but they will remain our employees. We are attaching the contract copy with this letter for you to go through properly before we sign the deal.

We are glad to make this partnership with ABC Limited. As a recognition of this new chapter, we have arranged an announcement party, in which our board members are invited, so that we can formally announce the partnership appointment as well as sign the formal contract. We will be honored if you and your board members will join us on 5th July 20XX at [X], at 8:00 pm. We are attaching the invitation cards with this letter. Kindly, extend our invitation to all the relevant people.

Looking forward to a wonderful partnership. Thank you.

Regards,

Martha John.