To

[The Business Name]  
[Address]

Date:

**Subject: [ABC] business partnership verification for [X]**

Dear (name of the recipient),

I am delighted that both our organizations have agreed to this partnership. It is a huge deal and both of us can benefit from it. I am writing this letter as proof of the business partnership.

We know that the agreement is a legal document that states the way the business is run and talks about the relationship between both parties.

All parties must maintain the rules and regulations that have been set. We need to be loyal to one another.

(State the terms of the agreement). The percentage of ownership will be (state the percentage). We need to give financial accounting to all partners as per the rule. Profits and losses need to be split (tell how). We have agreed that this partnership will be valid till (tell the duration).

All partnerships experience challenges. We have decided to handle these (tell how).

I hope the partnership will be a success for all concerned.

Sincerely,

[Your Name]  
[Business Name]