

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP]

Subject: Partnership Investment Agreement

Dear [Recipient's Name],

I hope this letter finds you well. This correspondence serves as an agreement between you, [Alex's Name], and [Sarah's Name], representing [Sarah's Firm], with regard to our potential partnership.

Following our recent call, during which we discussed your impressive pitch and business plan, we have reached a mutual understanding regarding the terms of the investment and the nature of the partnership. This agreement outlines the key points we discussed and serves as a foundation for our future collaboration.

1. Investment:

You have proposed an investment of \$2 million, which shall entitle you to a 20% equity stake in the company. This investment will be made in accordance with the terms and conditions set forth in a separate investment agreement, to be prepared by our respective legal teams.

2. Strategic Support:

In addition to the financial investment, we have agreed that [Sarah's Firm] shall provide strategic support to your company. This support will be facilitated through our extensive network of industry experts, who will offer their guidance and expertise to assist in the growth and development of your business.

3. Timeline and Due Diligence:

We discussed the importance of conducting due diligence and undergoing a comprehensive legal review before finalizing this partnership. To ensure a smooth transition and to address any potential concerns, we agree to proceed with the necessary due diligence procedures promptly. The timeline for this process will be determined in consultation with our respective legal teams.

4. Term Sheet:

As discussed, [Sarah's Firm] will prepare a term sheet that outlines the key terms and conditions of our partnership agreement. This document will serve as a preliminary agreement and will be subject to further negotiation and execution of a definitive agreement.

We are delighted to move forward with this partnership, and we appreciate your enthusiasm and commitment to our proposed terms. We believe that our collaboration will be mutually beneficial and will help both parties achieve their strategic objectives.

Please be advised that this letter is not intended to create a legally binding obligation between the parties. The terms of our partnership shall be determined by the definitive agreement to be executed by both parties.

We look forward to working closely with you and your team in the coming days. If you have any questions or require any further information, please do not hesitate to reach out to me at [Your Phone Number] or via email

at [Your Email Address].

Thank you for your attention to this matter. We anticipate a fruitful and successful partnership.

Yours sincerely,

[Your Name]

[Your Firm's Name]

[Your Title]