

[Date]

[Partner Name 1]

[Partner Name 2]

[Address Line 1]

[Address Line 2]

Re: Engagement for General Partnership Structuring

Dear [Partner Names],

This letter confirms the terms upon which [Firm Name] will provide professional services to assist in the structuring and formation of a General Partnership between [Partner Name 1] and [Partner Name 2] (collectively, the "Partners").

1. Scope of Services

Our services will include the following:

- Drafting the General Partnership Agreement.
- Advising on capital contribution structures and profit/loss allocations.
- Defining management roles and decision-making authorities.
- Assisting with local business registration and tax identification filings.
- Consulting on withdrawal, dissolution, and dispute resolution mechanisms.

2. Client Representation

This engagement represents the Partnership as an entity. While we may communicate with individual partners, our duty is to the collective interests of the proposed Partnership. We recommend that each partner seeks independent legal or tax counsel if their personal interests conflict with the partnership structure.

3. Fees and Billing

Our professional fees for this engagement are as follows:

- [Fixed Fee Amount or Hourly Rate]
- Out-of-pocket expenses (filing fees, courier, etc.) will be billed at cost.
- An initial retainer of \$[Amount] is required before work commences.

4. Responsibilities

The Partners agree to provide all necessary financial information, identification, and business objectives in a timely manner. We will rely on the accuracy of the information provided without independent verification.

5. Termination

Either party may terminate this engagement at any time upon written notice. In the event of termination, the Partners agree to pay for all services rendered and expenses incurred up to the date of termination.

Please indicate your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

[Name of Lead Consultant/Attorney]
[Firm Name]

Acknowledgement and Acceptance:

[Partner Name 1]
Date: _____

[Partner Name 2]
Date: _____