To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Advice on Choosing a New Partner**

Dear Mr. / Mrs. [Name of the Recipient],

When you asked my advice about choosing a new partner, I realized that you are facing troubles in managing things all by yourself. It’s completely natural after all a single person can take the burden only up to some extent.

However, you are also confused about whom you should take as a new partner in your business. Well, if you ask me, I would recommend that you would take John as your new partner. He is a dedicated professional and a bright young man. He is trustworthy and I think he will definitely make a good business partner.

Though, when he will be the partner, you will have to ask his opinion on every matter. It is better to get your partnership properly registered and if you want, you can also limit his role as well in accordance with the Uniform Partnership Act of 1997.

I wish you all the best and I hope that you will consider my advice. I also hope that it will be a wise decision for you and your business.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]