[NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[CO-FOUNDER’S NAME]

[CO-FOUNDER’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Proposal for Co-Founder Agreement**

Dear [Co-Founder’s Name],

I hope this message finds you well. As we continue to build and shape [STARTUP NAME], I believe it is important to formalize our partnership through a Co-Founder Agreement (the “**Agreement**”). This agreement will provide clarity and alignment on key aspects of our collaboration, ensuring a strong foundation for our shared vision.

**Purpose of the Agreement**:

The proposed Co-Founder Agreement aims to define our roles, responsibilities, and contributions while addressing key elements such as equity distribution, decision-making processes, and conflict resolution mechanisms. This document will protect both of our interests and foster a transparent, mutually respectful working relationship.

Here are some of the proposed key terms for inclusion in the agreement:

1. **Equity Ownership**: Distribution of equity based on contributions (e.g., time, capital, intellectual property).
2. **Roles and Responsibilities**: Clear definition of each co-founder’s duties.
3. **Decision-Making**: Processes for resolving disputes and making major business decisions.
4. **Vesting Schedule:** Structure for equity vesting to incentivize long-term commitment.
5. **Exit Strategy**: Protocols for handling voluntary or involuntary departures.
6. **Confidentiality and IP Ownership**: Protection of proprietary information and intellectual property.

**Next Steps**:

I suggest we schedule a meeting to discuss these points in detail and address any additional elements you feel are important. Once we’ve aligned on the key terms, we can involve a legal professional to draft the formal agreement. Please let me know your availability for a discussion.

If you have any questions or additional suggestions for the agreement, feel free to reach out to me at [Email Address/Phone Number]. I look forward to working together to finalize this important step in our journey.

Yours sincerely,

[NAME]

[TITLE/POSITION]