

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Business Negotiation

I hope this message finds you well. I am writing to initiate discussions regarding [specific subject or opportunity], which I believe holds significant potential for both our organizations.

[Introduce your company and its relevance to the proposal. Briefly outline the purpose of the negotiation and any background information necessary to provide context.]

In light of our previous conversations and the positive relationship we share, I propose that we explore [specific terms or topics you wish to negotiate], which I believe will lead to a mutually beneficial agreement. To facilitate the negotiation process, I suggest we consider the following key points:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

I believe that open communication is essential, and I am fully committed to ensuring that both parties feel heard and valued throughout this process.

I would appreciate the opportunity to discuss this in more detail at your earliest convenience. Please let me know your available times for a meeting, whether in person or via a virtual platform.

Thank you for considering this proposal. I look forward to your response and the possibility of working together to forge a successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]