

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Negotiation Proposal for [Specific Topic/Project]

I hope this letter finds you well.

We are reaching out to initiate discussions regarding [specific topic or project]. Given our shared interests and previous collaborations, we believe that a partnership in this area could be mutually beneficial.

[Paragraph outlining the purpose of negotiation, including key points to be addressed.]

We suggest scheduling a meeting to discuss this further and explore potential terms that would be advantageous for both parties. Please let us know your availability over the coming weeks.

Thank you for considering our proposal. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]