

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally seek your agreement regarding [specific issue or proposal]. After careful consideration and discussions, I believe that moving forward with this agreement would be mutually beneficial for both parties involved.

[Provide a brief overview of the proposal, including key points that support your request.]

I would greatly appreciate your feedback and any considerations you may have. If this proposal aligns with your current objectives, I would be pleased to discuss the details further and finalize an agreement at your earliest convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Your Company/Organization Name]