

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to you regarding [specific purpose or topic]. We at [Your Company] have been closely following the developments with Xterm and are keen to discuss potential collaboration opportunities.

[Provide details about your interest or request related to Xterm].

We believe that by working together, we could achieve [specific benefits or goals]. I would appreciate the opportunity to discuss this further at your earliest convenience.

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

Sincerely,

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