

Collaboration Agreement Negotiation

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We appreciate the opportunity to discuss a potential collaboration between [Your Company] and [Recipient's Company]. After our initial meetings, we believe there is a strong alignment between our organizations.

This letter serves as a formal request to negotiate the terms of our collaboration agreement. We are particularly interested in discussing the following points:

- Scope of Collaboration
- Roles and Responsibilities
- Timeline and Milestones
- Financial Considerations
- Confidentiality and Intellectual Property

We believe that discussing these terms will help us establish a mutually beneficial agreement. Please let us know your availability for a follow-up meeting to continue these discussions.

Thank you for considering this collaboration. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]