

# Trade Agreement Negotiation Outline

**Date:** [Insert Date]

**To:** [Recipient's Name]

**From:** [Your Name]

**Subject:** Outline for Trade Agreement Negotiation

## 1. Introduction

Brief overview of the purpose of the trade agreement.

## 2. Objectives

- Define the goals of the trade agreement.
- Discuss the expected benefits for both parties.

## 3. Key Topics for Discussion

- Tariff and Non-Tariff Barriers
- Intellectual Property Rights
- Dispute Resolution Mechanisms
- Trade in Services and Investment

## 4. Timeline

Proposed schedule for negotiation sessions.

## 5. Responsibilities

- Outline roles of each party in the negotiation process.
- Designate leads for each discussion topic.

## 6. Conclusion

Reiterate commitment to achieving a mutually beneficial agreement.

## 7. Contact Information

[Your Contact Information]