

Letter of Conclusion for Vendor Joint Venture Negotiations

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Representative's Name],

We would like to express our gratitude for the productive discussions and negotiations regarding our potential joint venture. After careful consideration of the terms we have discussed, we are pleased to confirm our commitment to moving forward with this exciting opportunity.

Throughout the negotiations, both parties have demonstrated mutual respect and a shared vision for success. We believe that the collaboration between our two companies will yield significant benefits and opportunities for growth.

To formalize our agreement, we propose to draft a formal contract outlining the specific terms and responsibilities of each party. We hope to initiate this process within the next [insert timeline, e.g., two weeks] and would welcome any input you may have.

Thank you once again for your collaboration and trust. We look forward to a prosperous partnership ahead.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]