

Partnership Terms Discussion

Date: [Insert Date]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to discuss the potential for a partnership between our companies, focusing on [insert specifics like product, service, or project]. We believe that a collaboration could be mutually beneficial and allow us to enhance our offerings.

To move forward, we would like to discuss the following terms:

- Product/Service Specifications
- Pricing Structure
- Delivery Timelines
- Payment Terms
- Quality Assurance Process

We would like to set up a meeting to discuss these terms in detail. Please let us know your available times so that we can coordinate accordingly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]