

# Power Purchase Agreement Negotiation

Date: [Insert Date]

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

[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 initiate discussions regarding the Power Purchase Agreement (PPA) between [Your Company] and [Recipient Company]. We are eager to explore potential terms and conditions that can benefit both parties.

As part of our ongoing commitment to sustainable energy and operational efficiency, we believe a partnership through this agreement can enhance our shared goals. We would like to propose a meeting on [proposed date] to discuss the terms and address any questions you may have.

Please let us know your availability, and we can arrange a suitable meeting format, whether in-person or virtually. We are looking forward to your response and to the possibility of working together.

Thank you for considering this opportunity for collaboration.

Sincerely,

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