

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the terms of our licensing agreement regarding [specific subject of the licensing agreement]. We value the opportunity to collaborate and believe that establishing clear terms will benefit both parties.

To facilitate our discussion, I propose the following key points for our licensing agreement:

- Scope of License: [Brief description]
- Duration of License: [Start and end dates]
- Royalty Structure: [Details of royalties]
- Territorial Rights: [Geographical areas covered]
- Termination Conditions: [Conditions under which the agreement can be terminated]

Please let me know your availability for a meeting to discuss these terms in more detail. We look forward to finalizing a mutually beneficial agreement.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]