

Letter of Negotiation Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are looking forward to our upcoming meeting scheduled for [Insert Date] regarding the potential strategic partnership between [Your Company Name] and [Recipient's Company Name]. To ensure a productive discussion, we would like to outline the key terms we propose to negotiate during our meeting:

- **Objectives:** Define the primary goals and objectives of the partnership.
- **Roles & Responsibilities:** Clarification of each party's roles and responsibilities within the partnership.
- **Financial Contributions:** Discussion on investment, funding, and resource allocation from both parties.
- **Intellectual Property:** Terms regarding the handling of any shared intellectual property generated from the partnership.
- **Duration:** Proposed timeframe for the partnership and terms for renewal or termination.
- **Performance Metrics:** Establishing KPIs to measure the success of the partnership.
- **Communication:** Agreement on regular communication protocols and meetings.

Please feel free to add any points you would like to discuss. We believe that an open dialogue will pave the way for a successful collaboration.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]