

[Your Name]

[Your Title]

[Your Organization/Ministry]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization/Ministry]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Title] [Recipient's Last Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization/Ministry] to initiate bilateral discussions regarding [specific topic or issue]. We believe that engaging in direct dialogue will be beneficial for both our nations and will strengthen our mutual understanding.

We propose to convene a meeting on [proposed date and time] at [proposed location]. If this does not suit your schedule, we are open to alternative dates and locations that would be more convenient for you.

We look forward to your positive response and to the opportunity to further our cooperation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization/Ministry]