

Trade Agreement Negotiation Conclusion

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that after extensive discussions and negotiations, we have reached a consensus on the trade agreement between [Your Company Name] and [Recipient Company Name]. This partnership aims to enhance our mutual interests and foster long-term cooperation in our respective markets.

The key highlights of our agreement include:

- Scope of Products/Services Covered
- Terms of Payment
- Delivery and Shipping Arrangements
- Duration of the Agreement
- Dispute Resolution Mechanism

A formal document reflecting these terms will be prepared and circulated for signatures. We believe this agreement will be mutually beneficial and pave the way for future opportunities.

Thank you for your collaboration and commitment throughout this negotiation process. Should you have any questions or require further clarification, please do not hesitate to contact me.

Looking forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]