

[Your Company Name]

[Your Street Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Street Address]

[City, State, Zip Code]

Subject: Preliminary Business Discussions

Dear [Recipient's Name],

We are writing to express our interest in initiating preliminary discussions regarding potential collaboration between [Your Company Name] and [Recipient's Company Name]. We believe that there are mutual benefits that can be achieved through a partnership, and we are eager to explore these opportunities further.

In this early stage, we envisage touching upon the following key areas:

- Overview of our respective businesses and market presence
- Identifying synergies between our organizations
- Potential areas of collaboration
- Setting objectives for a successful partnership

We would appreciate the opportunity to schedule a meeting at your earliest convenience to discuss this further. Please let us know your available times, and we can arrange a call or meeting that suits your schedule.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,
[Your Name]

[Your Position]
[Your Company Name]