

# Letter of Intent to Propose Business Negotiations

From: [Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To: [Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to initiate business negotiations between [Your Company Name] and [Recipient Company Name]. We have identified potential areas for collaboration that could be mutually beneficial.

After conducting preliminary research, we believe that a partnership could enhance our respective market positions and drive growth. I would like to propose a meeting to discuss this opportunity in further detail.

Please let me know your available dates and times, and I will do my best to accommodate. I look forward to your positive response.

Thank you for considering this proposal.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]