

# Notification of International Business Expansion

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We are excited to inform you that [Your Company Name] is expanding our operations internationally. As part of our growth strategy, we will be entering the [Specify Market/Region] market.

This expansion will not only enhance our global footprint but also create additional opportunities for collaboration between our companies. We believe that our entry into [Specify Market/Region] will benefit both parties and look forward to exploring potential synergies.

We would like to invite you to discuss this new venture and explore ways we can work together in this new market. Please let us know your availability for a meeting in the coming weeks.

Thank you for your continued partnership.

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