

Letter of Intent to Initiate Negotiations

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to express our interest in initiating negotiations concerning a potential trade agreement between [Your Company] and [Recipient Company]. We believe that such an agreement could be highly beneficial for both parties, enhancing our ability to meet the demands of the global market and fostering a mutually advantageous partnership.

We envision this agreement focusing on [briefly describe key areas of interest, e.g., tariffs, trade barriers, specific products]. We are keen to explore how we can align our goals and strategies to maximize the advantages of entering into this agreement.

We propose to schedule a preliminary meeting to discuss our respective interests and identify key negotiation points. Please let us know your availability in the coming weeks, and we will do our best to accommodate.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]