

## **[Your Company Name]**

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## **[Recipient Name]**

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

## **Subject: Initiation of Negotiation for [Project Name]**

Dear [Recipient Name],

I hope this letter finds you well. We, at [Your Company Name], are looking forward to discussing the potential collaboration regarding the [Project Name] project.

As we understand, this project presents an exciting opportunity to enhance our mutual interests and fulfill the requirements discussed previously. We believe that through negotiations, we can outline a framework that benefits both parties and brings the project to fruition.

We would like to propose a meeting at your earliest convenience to initiate these negotiations. Please let us know your available dates and times, so we can arrange accordingly.

Thank you for considering this initiative. We are looking forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]