

Formal Invitation to Execute Business Contract

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company 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 pleased to invite you to formally execute the business contract between [Your Company] and [Recipient Company]. This collaboration represents a significant step forward in our mutual interests and objectives.

Please find enclosed the finalized contract for your review. We would like to schedule a meeting to sign the document and discuss our objectives moving forward.

Proposed Date and Time: [Insert Date and Time]

Location: [Insert Location]

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]