

Request for Formal Offer Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a comprehensive offer letter outlining the terms of our proposed business partnership between [Your Company Name] and [Recipient's Company Name].

We are excited about the potential collaboration and believe that a formal offer letter will help us to clearly establish our mutual interests, expectations, and responsibilities.

Please include details regarding the scope of work, financial terms, timeline, and any other pertinent information that will assist both parties in making informed decisions moving forward.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]