

# Cross-Border Contract Negotiation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

## Subject: Negotiation of Affiliate Agreement

Dear [Recipient Name],

I hope this letter finds you well. I am writing to initiate discussions regarding the potential affiliate agreement between [Your Company Name] and [Recipient Company Name]. As we look to expand our collaboration, it is essential that we address key terms and conditions to ensure mutual benefit.

We propose to discuss the following points:

- Commission structure
- Payment terms
- Territorial rights
- Duration of the agreement
- Termination clauses

Please let me know your availability for a meeting to discuss these matters in detail. I believe that with open communication, we can create a successful partnership.

Thank you for your attention, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]