

Date: [Insert Date]

From: [Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Cross-Border Contract Negotiation

I hope this message finds you well. I am writing to initiate discussions regarding our potential partnership in [describe the nature of partnership]. As we explored in our previous conversations, I believe that a mutually beneficial agreement can be achieved that aligns with both of our strategic objectives.

To structure our negotiations effectively, I propose the following agenda for our upcoming meetings:

- Overview of mutual interests and goals
- Review of proposed terms and conditions
- Discussion of regulatory considerations
- Timeline for implementation
- Q&A session to address any concerns

Please let me know your availability for a meeting, either in-person or via video conference, at your earliest convenience. I am looking forward to collaborating on this exciting opportunity.

Thank you for considering this proposal. I believe our partnership can create significant value for both parties.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]