

# Letter of Negotiation Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose a meeting to discuss potential collaboration between [Your Company Name] and [Recipient Company Name]. Given the aligning interests of our companies, I am confident that we can explore mutually beneficial opportunities.

We believe that a partnership could enhance our capabilities and provide increased value to our customers. I would appreciate the chance to discuss this initiative in more detail and to explore how our collaboration can be structured for the greatest impact.

Could we schedule a meeting at your earliest convenience? I am flexible with timings and can adjust to your availability. Thank you for considering this proposal. I look forward to your response.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]