

# Import-Export Trade Agreement Proposal

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],

We are pleased to propose a potential import-export trade agreement between [Your Company Name] and [Recipient Company Name]. Our interest in [specific products/services] aligns with our mutual objectives for growth and market expansion.

Key points of our proposal include:

- Terms of trade
- Pricing structures
- Delivery timelines
- Payment methods
- Quality assurance standards

We believe that a collaborative approach will yield beneficial outcomes for both parties. We are open to discussing the terms further at your earliest convenience.

Thank you for considering this proposal. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]