[DATE]

[NAME AND ADDRESS]

**Proposal for a new business agreement**

Dear [ADDRESSEE],

We are writing to propose the establishment of a new business agreement (the “**Agreement**”) between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) to formalize and enhance our working relationship.

The Agreement would provide a clear framework to govern our mutual rights and obligations, outline the scope of our collaboration, and address key aspects of our business relationship, including [*SPECIFIC TERMS, e.g., payment terms, performance obligations, timelines, confidentiality, dispute resolution, etc.*]. By entering into the Agreement, we aim to establish clear expectations, reduce ambiguities, and create a strong foundation for sustained collaboration.

The proposed Agreement will:

1. Accurately reflect the current and anticipated scope of our relationship.
2. Incorporate terms that align with modern business practices and regulatory requirements.
3. Foster mutual understanding and ensure long-term alignment in our objectives.
4. [*Insert any other specific objectives relevant*].

We propose beginning discussions to draft and finalize the Agreement by [TARGET DATE], with the goal of formalizing the arrangement promptly. Our team is prepared to collaborate on terms and share an initial draft for your review at your earliest convenience.

Please let us know if you are open to this proposal and share your feedback by [DATE]. Upon your agreement, we will initiate the drafting process and coordinate a timeline to finalize the document.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We look forward to your response and the opportunity to strengthen our partnership through this new agreement.

Yours truly,

[LEGAL NAME OF YOUR PARTY]

By: …………………………..

Name: [NAME]

Title: [TITLE]