

# Business Inquiry Letter Sample: Collaboration Terms and Conditions

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

Dear [Recipient Name],

I am writing to you on behalf of [Your Company Name] to explore the possibility of collaborating on [briefly describe project, product, or service]. We believe that by working together, both our organizations can achieve significant synergies and shared success.

To ensure a clear and mutually beneficial partnership, we would like to outline the preliminary terms and conditions of this potential collaboration:

- **Roles and Responsibilities:** Each party will be responsible for their respective areas of expertise. [Your Company Name] will oversee [your roles], while [Recipient Company Name] will focus on [their roles]. Detailed scopes can be defined in the final agreement.
- **Payment Terms:** Payments will be made according to agreed milestones or deliverables. We propose invoices to be settled within [number] days of receipt.
- **Delivery Schedules:** Both parties will adhere to a mutually agreed project timeline, with regular progress reviews and updates to ensure on-time delivery.
- **Confidentiality:** All proprietary and sensitive information exchanged during the course of this collaboration shall remain confidential, according to a Non-Disclosure Agreement (NDA) to be signed by both parties.
- **Dispute Resolution:** In the event of any disagreements, both parties agree to first attempt resolution through negotiation. If unresolved, disputes may be settled through mediation or arbitration, as specified in the final contract.

We are open to discussing and refining these terms to suit our mutual objectives. Please let us know your interest in this collaboration and suggest a convenient time for a meeting or call to discuss further.

Thank you for considering this opportunity. We look forward to your positive response and to establishing a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]