Sender Name

Sender Address

Date:

To,

[Mention the name]

[Mention the address]

Subject: Invitation Letter for Negotiation

Dear Sir/Madam

I am [sender’s name] and I work as the [sender’s designation] for the company named, [company name]. I am writing this letter as an answer to your letter, written as on [the date]. On behalf of [company name], I would like to inform you that our company is ready for the negotiations, that you mentioned in your letter. So I would like to invite you for a meeting so that we can negotiate on some important matters before finalizing the deal. It will be good for you as well as our company, that we should be on the same page before doing business with each other.

It will be very kind of you if you can schedule a date for the meeting. Our office is open for all the weekdays and you can visit us according to your convenience. Waiting for your response.

Yours Sincerely,

[Name of the sender]