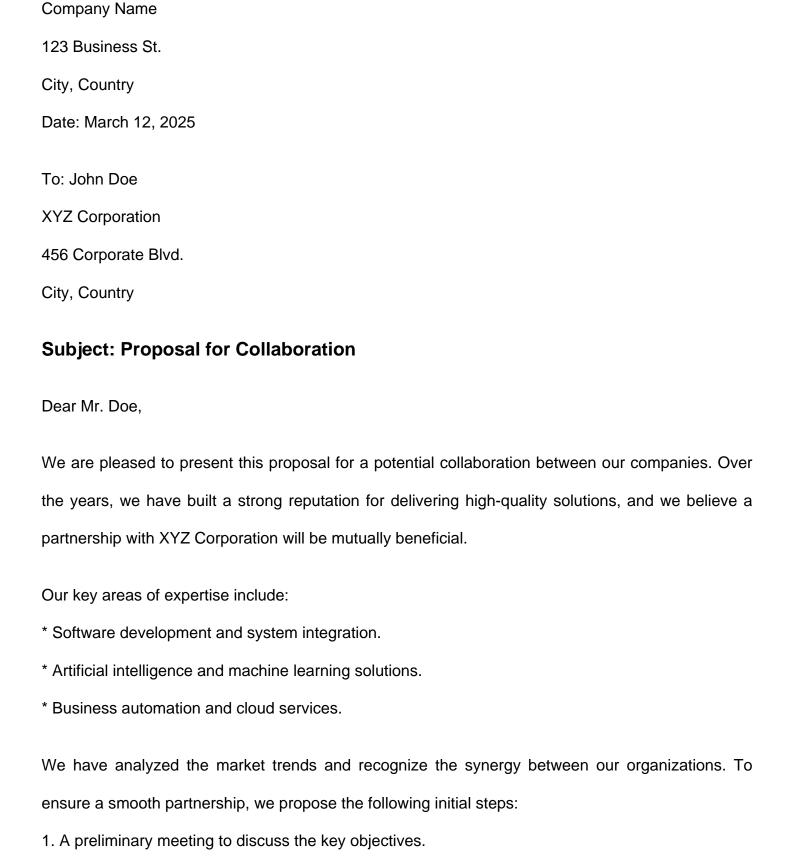
## **Formal Business Letter**



2. A review of mutual business goals and expected outcomes.

3. A pilot project to evaluate our collaboration capabilities.

We look forward to your response and hope to schedule a meeting at your earliest convenience.
Best regards,
[Your Name]
[Your Position]
[Your Company]