

Your business address

Date

Their office address

Subject: Focus on the professional aspect of business

Dear Mr. / Ms. (Their name)

It is nice to meet you again but you'll agree if I tell you that this is not the most desirable of circumstances.

The business deal we are about to enter is top-notch. As you know it is a deal that has been forged with passion and a fair amount of luck. It cannot be replicated later, if need be.

I realize that our previous relationship threw a cat among the pigeons. It's a shame to watch a great deal involving a lot of people go awry because of us. This is me appealing to your better nature to consider this deal only from a professional aspect and recognize it for what it is. We are in a place which we can use to see past our previous differences for the greater good of our firms.

I hope you take a favorable decision, our relationship notwithstanding.

I am happy to note your ascent in your career and wish you nothing but the best.

Yours sincerely

(Your signature)

(Your official name)