

Dear Manager of Astra Sweets,

I trust this letter finds you in good spirits. I am Nova, founder of Nova Sweets, and a former member of your esteemed team at Astra Sweets. Today, I reach out to discuss a matter that is close to my heart and pivotal to my new venture.

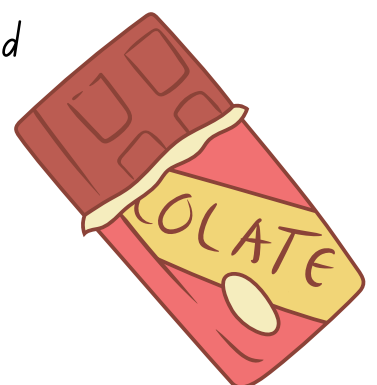
As you are aware, during my tenure at Astra Sweets, I discovered a unique ingredient that became the cornerstone of Astra Sweets' success. As I embark on my journey with Nova Sweets, I respectfully request permission to use this ingredient for the following reasons:

1. **Original Discovery:** The ingredient was discovered through my individual efforts and research. While it was found during my time at Astra Sweets, the discovery stemmed from my personal expertise and intuition.
2. **Promoting Innovation:** Allowing the use of this ingredient in Nova Sweets can foster a spirit of innovation in the chocolate industry. It encourages a culture where discoveries are shared and used to enhance the variety and quality of products available to consumers.
3. **Ethical Considerations:** I am committed to maintaining ethical standards. Using this ingredient with your consent will ensure that my actions are aligned with legal and moral principles, respecting the legacy and efforts of Astra Sweets.
4. **Potential Collaboration:** This could open the door to future collaborations between Astra Sweets and Nova Sweets, creating a synergy that can lead to greater advancements and diversity in chocolate making.
5. **Consumer Benefit:** Ultimately, the inclusion of this ingredient in another line of products serves the consumer market, offering them a wider range of choices and experiences in the world of chocolate.

I propose a discussion to explore how we might structure an agreement that respects the interests of both parties, whether it be through licensing, partnership, or another mutually beneficial arrangement.

I look forward to an opportunity to discuss this matter further and hope we can find a path forward that respects the past while embracing the future of our industry.

Warm regards,  
Nova Founder, Nova Sweets



# How to Write a letter

Use these 6 tips to help you write the perfect letter.

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## 1. Understand the Purpose of Your Letter

What is your goal? Are you asking for permission, sharing information, or making a request?

Who is your audience? Think about who will be reading your letter and what you want them to understand or do.

## 2. Gather Your Thoughts

Brainstorm ideas. Before you start writing, think about what you want to say. You can make a list or a mind map.

Organize your points. Decide what you want to say first, next, and last.

## 3. Write a Clear Introduction

Start with a greeting. For example, "Dear [Name],"

Introduce yourself. If the person doesn't know you, tell them who you are.

State the purpose of your letter. For example, "I am writing to ask if..."

## 4. Explain Your Points in Detail

Use separate paragraphs for different ideas. This makes your letter easier to read.

Give reasons or examples. Explain why you are asking for something or why something is important.

## 5. Be Polite and Positive

Use kind words. Even if you're asking for something you feel strongly about, it's important to be nice.

Say thank you. Show appreciation for the reader's time and consideration.

## 6. Close Your Letter Properly

Summarize your main point. Remind the reader what you hope will happen after they read your letter.

End with a closing. For example, "Sincerely," or "Best wishes," followed by your name.