

Board Contract Negotiation Proposal

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to propose a discussion regarding the upcoming contract negotiation for [specific project or service]. Our board believes that a collaborative approach will ensure a favorable outcome for both parties.

We would like to schedule a meeting on [suggested date(s) and time(s)] to discuss the terms and expectations of the contract proposal. Our primary goals for this negotiation include:

- Ensuring mutual benefits for both parties.
- Clarifying roles and responsibilities.
- Agreeing on the timeline and deliverables.

We look forward to your positive response and believe that this negotiation can lead to a successful partnership. Please feel free to contact us at [your contact information] to confirm the meeting or suggest alternative dates.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Contact Information]