

# Contract Negotiation Conclusion

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we have successfully concluded our negotiations regarding the terms of the [Specify Contract Type] between [Your Company] and [Recipient Company]. We appreciate your cooperation and commitment throughout this process.

As discussed, the key terms of our agreement include:

- Scope of Work: [Brief Description]
- Payment Terms: [Details]
- Duration: [Start Date] to [End Date]
- Confidentiality Agreement: [Brief Note]

We will proceed with the drafting of the final contract document based on these terms to be shared for your review shortly. We are confident that this agreement will yield mutual benefits and further strengthen our partnership.

Please feel free to reach out should you have any further questions or wish to discuss any aspect of the agreement.

Thank you once again for your collaboration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]