

International Contract Negotiation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the details of our upcoming international contract negotiation pertaining to [brief description of the contract]. The negotiation is scheduled for [date and time] at [location or platform for virtual meeting].

Please find below the agenda for our meeting:

- Review of existing terms and conditions
- Discussion of proposed amendments
- Negotiation of key deliverables
- Finalizing timelines and responsibilities

We look forward to your insights and are eager to work collaboratively towards a successful agreement. Should you have any preliminary questions or additional points you'd like to discuss, please feel free to reach out.

Thank you for your cooperation, and we look forward to our meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]