

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to take this opportunity to thank you for your valuable insights and contributions during our recent contract negotiation discussions.

As we move forward, I would greatly appreciate your feedback on the negotiation process. Your perspective is invaluable in ensuring that we address any concerns and strengthen our partnership.

Please let me know if you have specific areas you would like us to focus on or if there are particular points you feel require further discussion.

Thank you once again for your collaboration. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]