

Subject: Discussion on International Contract Negotiation Terms

Date: [Insert Date]

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

[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. As we move forward in our discussions regarding the proposed international contract between our two companies, I would like to outline some key terms for our negotiation process.

Proposed Terms for Discussion:

- **Scope of Work:** Clarification on the deliverables and services to be provided.
- **Payment Terms:** Discussion of payment structures, timelines, and currencies involved.
- **Confidentiality Requirements:** Terms relating to the protection of proprietary information.
- **Dispute Resolution:** Proposed methods for resolving conflicts that may arise.
- **Governing Law:** Choice of jurisdiction for legal matters related to the contract.

I believe that addressing these points will help us establish a solid foundation for our partnership. I would appreciate your feedback on these topics and any additional areas you believe we should cover during our upcoming meeting.

Looking forward to your prompt response.

Best regards,

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