

# Negotiation Terms for Hospitality Supply Agreement

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We appreciate your interest in providing supplies for our hospitality business. This letter outlines the key terms we wish to negotiate as we move forward.

## Proposed Terms

- **Pricing:** [Insert proposed pricing details]
- **Payment Terms:** [Insert preferred payment terms]
- **Delivery Schedule:** [Insert delivery schedule requirements]
- **Quality Standards:** [Insert quality standards expected]
- **Contract Duration:** [Insert duration of the contract]
- **Termination Clauses:** [Insert termination clauses]

We believe these terms will create a mutually beneficial partnership. Please review and let us know your thoughts, as we are keen to proceed with this agreement at your earliest convenience.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]