

Service Contract Negotiation

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],

I hope this message finds you well. I am writing to initiate discussions regarding the service contract between [Your Company] and [Recipient Company] dated [Original Contract Date]. We appreciate the relationship we have built and are keen to explore some adjustments to better suit our mutual goals.

Specifically, we would like to discuss the following points:

- [Point 1: Description]
- [Point 2: Description]
- [Point 3: Description]

We believe that addressing these points can enhance our collaboration, and we are open to suggestions that you may have as well.

Please let me know your availability for a meeting to discuss this further. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]