

Invitation to Negotiate Service Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally invite you to negotiate the terms of service for [specific service] that we are interested in establishing with [Recipient's Company Name].

We believe that a mutual agreement can be reached that aligns with our respective objectives. Below are the preliminary terms we would like to discuss:

- Scope of Services
- Pricing Structure
- Delivery Timeline
- Contract Duration
- Payment Terms

Please let us know your availability for a meeting to discuss this matter further. We look forward to the opportunity to collaborate and create a beneficial agreement for both parties.

Thank you for considering our invitation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]