

Negotiation Intent Regarding Expired Telecom Service Agreement

Date: [Insert Date]

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

[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 am writing to formally express our intent to negotiate the terms of a new telecom service agreement following the expiration of our previous contract dated [insert expiration date].

Given our positive working relationship, we believe there is potential for a mutually beneficial agreement that meets both parties' needs effectively. We are particularly interested in discussing [briefly mention any specific terms or services you want to negotiate].

We propose to schedule a meeting at your earliest convenience to begin discussions on how we can move forward together. Please let us know your availability for a meeting within the next two weeks.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]