

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the construction contract for [Project Name]. We appreciate the time and effort you and your team have dedicated to this negotiation process.

As we continue to refine the terms and conditions, I would like to address a few points we discussed: [Briefly outline key points of negotiation]. It is crucial for both parties to reach a mutually beneficial agreement, and I am confident that we can finalize the details soon.

Please let me know if there are any updates or if we can set up a time to further discuss the remaining issues. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]