

Letter of Terms Negotiation

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Subject: Negotiation of Business Line of Credit Terms

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the terms of the business line of credit that we have been considering with [Recipient Company Name]. We appreciate the offer and would like to propose adjustments to better align with our needs.

Specifically, we would like to negotiate the following terms:

- Interest Rate: [Proposed Rate]
- Credit Limit: [Proposed Limit]
- Repayment Terms: [Proposed Terms]
- Fees: [Proposed Fees]

We believe that these adjustments will enhance our partnership and provide us with the necessary flexibility to achieve our mutual goals. I would appreciate the opportunity to discuss these proposals further at your earliest convenience.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]