

Letter of Negotiation Framework for Third-Party Contract

Date: [Insert Date]

To: [Third Party Company Name]

Address: [Third Party Company Address]

Dear [Recipient's Name],

We are pleased to initiate discussions concerning the contract between [Your Company Name] and [Third Party Company Name]. Our objective is to reach a mutually beneficial agreement that satisfies both parties' interests.

Negotiation Framework

- **Purpose:** Clearly define the objectives of the negotiation.
- **Goals:** Outline specific goals that we aim to achieve through this process.
- **Key Terms:** Identify critical terms that will be discussed, including scope, deadlines, and pricing.
- **Communication:** Establish channels and protocols for communication during the negotiation.
- **Timeline:** Propose a timeline for discussions and deadlines for responses.

We believe that by following this framework, we can ensure a smooth and productive negotiation process. We invite you to share your thoughts on these items and propose any modifications you feel necessary.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]