

Negotiation Initiation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to initiate a discussion regarding [specific business issue or topic]. Given the current circumstances and the potential benefits for both parties, I believe it is crucial for us to engage in negotiation to find a mutually beneficial resolution.

We are particularly interested in [briefly describe your position or proposal]. We believe that by working collaboratively, we can achieve a satisfactory agreement that addresses the concerns of both parties.

I would appreciate the opportunity to schedule a meeting to discuss this matter further. Please let me know your available times, and I will do my best to accommodate.

Thank you for considering this request for negotiation. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]