

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision of the negotiation terms we discussed during our recent meeting on [insert date]. After careful consideration and reflection on our conversation, I believe that there are key aspects that warrant further discussion to align with our mutual interests.

Specifically, I would like to revisit the points regarding [mention specific terms or conditions]. I believe that addressing these areas will lead to a more favorable outcome for both parties and strengthen our partnership moving forward.

Please let me know a convenient time for us to discuss this matter in more detail. I am confident that through open dialogue, we can reach an agreement that satisfies both parties.

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

Sincerely,
[Your Name]
[Your Title]