

Your Name
Your Position
Your Company
Address Line 1
Address Line 2
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Position
Recipient Company
Address Line 1
Address Line 2
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the opportunity to engage in supplemental negotiations regarding [specific subject or project]. Our initial discussions have provided us with a solid foundation, and I believe that further dialogue could lead to a mutually beneficial outcome.

In light of [briefly explain circumstances necessitating supplemental negotiations], I propose that we arrange a meeting to discuss this matter in greater detail. I am confident that our continued collaboration can yield productive results.

Could we schedule a time to meet in the coming weeks? I am available [insert a few options for dates and times], but I am more than willing to accommodate your schedule.

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

Sincerely,
Your Name
Your Position