

Request for Negotiation Session on Contract Changes

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a negotiation session to discuss potential changes to our current contract, dated [Contract Date]. We believe that revisiting certain terms could be mutually beneficial and enhance our long-term partnership.

We would appreciate the opportunity to discuss the following specific points:

- [Point 1]
- [Point 2]
- [Point 3]

Please let us know your available dates and times so that we can arrange a suitable meeting. We look forward to your response and to collaborating further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]