

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Negotiation of Export-Import Agency Contract

I hope this message finds you well. I am writing to initiate discussions regarding the terms and conditions of the Export-Import Agency Contract between [Your Company Name] and [Recipient Company Name]. Our mutual interest in facilitating trade and ensuring a successful partnership has prompted this correspondence.

We believe that outlining the key aspects of our collaboration will be beneficial for both parties. To this end, I would like to propose a meeting to negotiate the contract terms, including but not limited to:

- Commission Structure
- Duration of the Contract
- Payment Terms
- Responsibilities of Each Party
- Dispute Resolution Process

Could you please provide your available times for a meeting? We are flexible and can adjust to accommodate your schedule. Looking forward to your prompt response.

Thank you for your attention to this matter. I am eager to move forward in a manner that benefits both our organizations.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]