

# Contract Negotiation Letter

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss our ongoing contract negotiations regarding [specific project or service]. While we are enthusiastic about moving forward, we have some budgetary concerns that I believe we need to address to ensure a mutually beneficial agreement.

As we continue our discussions, I want to express our commitment to [specific goals or values]. However, the current proposed budget exceeds our financial parameters, which has raised some challenges on our end.

We would appreciate the opportunity to revisit the budget allocations, particularly in the areas of [specific areas of concern]. My team is confident that we can identify solutions that align with both our financial constraints and the objectives of the project.

I suggest scheduling a meeting at your earliest convenience to discuss this matter further. I believe that through open dialogue we can reach an agreeable solution that meets the needs of both parties.

Thank you for considering our position. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]