

# Letter of Financial Terms Negotiation

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[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 discuss the financial terms outlined in our existing contract dated [Insert Date]. After a thorough review, we believe that adjustments to certain terms would benefit both parties.

Specifically, we would like to propose the following adjustments:

- **Proposed Change 1:** [Description]
- **Proposed Change 2:** [Description]
- **Proposed Change 3:** [Description]

We believe that these changes are essential to align our mutual interests and ensure a successful partnership moving forward. We are open to discussion and would appreciate your feedback on these proposals.

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

Sincerely,

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