

# Letter of Terms Negotiation

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the terms of our ongoing negotiations regarding the compensation outlined in the contract proposal dated [Insert Date of Proposal]. After careful review, I believe there are a few areas where we could revisit our agreement to ensure mutual satisfaction.

Specifically, I would like to address the following points:

- Compensation Rate
- Payment Schedule
- Bonus Structure

I appreciate the opportunities we've discussed and am confident that with a bit more dialogue, we can reach an agreement that is beneficial for both parties. Please let me know a suitable time for us to meet and discuss these terms further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]