

Negotiation Offer Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to initiate a dialogue regarding [briefly describe the issue or dispute]. In the spirit of cooperation and to avoid lengthy court proceedings, I would like to propose a negotiation to reach an amicable resolution.

After evaluating the situation, I believe that a potential solution could be [insert your proposal or terms]. I am confident that we can find common ground that respects both our interests.

Would you be available for a meeting to discuss this matter further? I am flexible with timings and can adjust to your availability. Please let me know what works best for you.

Thank you for considering this approach. I look forward to your positive response.

Sincerely,

[Your Name]