

Request for Negotiation Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss [specific issue or topic] and explore potential solutions through negotiation.

Given the importance of this matter, I believe that a face-to-face discussion would be beneficial. I am available on [provide two or three specific dates and times], but I am more than willing to accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]