

Letter of Negotiation for Civil Engineering Contract

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We would like to discuss the current terms and conditions of our civil engineering contract dated [Contract Date]. As we progress in our collaboration, we believe there are several points that require further dialogue to ensure mutual satisfaction and clarity.

Specifically, we would like to address the following points:

- Scope of Work

- Timeline for Completion
- Payment Terms
- Liability and Insurance Provisions
- Change Order Process

We propose to meet on [Proposed Date] at [Proposed Time] to discuss these matters further. Please let us know your availability for this meeting, or suggest an alternative time if necessary.

We value the relationship between our companies and are committed to reaching an agreement that works for both parties. Thank you for your attention to these matters, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]