

# Letter of Negotiation for Contract Role Conversion

Date: [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the possibility of converting my current contract role as [Your Current Position] into a permanent position within [Company Name].

Over the past [duration of employment], I have enjoyed contributing to the team and have taken on responsibilities that demonstrate my commitment and value to the organization, including [mention key achievements or contributions].

As our team continues to grow and adapt, I see an opportunity to further contribute to our goals in a permanent capacity. I believe my skills in [mention relevant skills or experience] align well with the company's vision and objectives.

I would appreciate the opportunity to discuss this potential conversion further, including any steps I would need to take in this process. Thank you for considering my request, and I look forward to your response.

Sincerely,  
[Your Name]  
[Your Current Position]  
[Your Contact Information]