

Letter of Negotiation

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss the potential for an integrated logistics contract between [Your Company Name] and [Recipient Company Name]. Our goal is to enhance supply chain efficiency and reduce overall costs through a collaborative approach.

Given our preliminary discussions, I believe there are several key areas we can explore to establish mutually beneficial terms, including:

- Scope of Services
- Cost Structure
- Service Level Agreements (SLAs)
- Performance Metrics

I propose we schedule a meeting to delve deeper into these topics and outline a framework for our contract. Please let me know your availability for a meeting in the coming weeks.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]