

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a mutual consent negotiation regarding [briefly describe the subject or issue]. Given the importance of this matter, I believe that an open discussion could lead us to a satisfactory outcome for both parties.

I suggest that we arrange a meeting to explore potential solutions and address any concerns we may have. Please let me know your availability for the coming weeks, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]