

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to initiate a discussion regarding the potential terms of our partnership as contractors for the [Project Name]. Over the past few weeks, I have reviewed various aspects of our collaboration and believe that open communication on terms will be beneficial for both parties.

Some key points I would like to discuss include:

- Scope of Work
- Roles and Responsibilities
- Payment Terms

- Timeline and Milestones
- Confidentiality and Compliance

Please let me know your availability for a meeting to discuss these terms in detail. I am looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]