

Proposal for Contract Terms Negotiation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally propose a negotiation for the terms of our existing contract dated [Insert Contract Date]. As we move forward, we believe it is important to revisit certain aspects of the agreement to ensure mutual benefit and alignment with our current needs.

Specifically, we would like to discuss the following terms:

- Scope of Work
- Payment Structure
- Delivery Timeline
- Termination Clauses

We are committed to fostering a strong partnership and believe that these discussions will provide an opportunity to clarify expectations and enhance our collaboration. We propose to schedule a meeting at your earliest convenience to discuss these points in further detail.

Thank you for considering our proposal. We look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]