

Advance Notice for Contract Negotiation

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that we are planning to enter into contract negotiations regarding [specific contract or project name].

The negotiation session is tentatively scheduled for [date] at [time] and will take place at [location/virtual meeting link].

We believe this meeting will be a great opportunity to discuss [key points or agenda items]. We encourage you to come prepared with your insights and any additional topics you would like to address.

Please confirm your availability for this meeting at your earliest convenience. Should you have any questions or require further information, feel free to reach out.

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]