

Letter of Agreement Invitation for Contract Negotiation Talks

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to invite you to discuss the terms of a potential agreement between our organizations. We believe that a meeting to negotiate the details of the contract will be beneficial for both parties.

We propose to hold the negotiation talks on [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location]. Please confirm your availability for this date, or suggest an alternative that may work better for you.

The main points we would like to discuss include:

- Scope of services
- Pricing terms
- Delivery schedules
- Payment terms
- Any other relevant details

We are looking forward to your positive response and to a fruitful negotiation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]