

Solicitation for Contract Negotiation Participation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are seeking to engage your organization in the negotiation process for a contract regarding [brief description of the contract or project]. Given your expertise in [relevant field], we believe your participation would be invaluable.

The negotiation meeting is scheduled for [insert date and time] at [insert location]. Please confirm your availability by [insert response deadline]. Your insights and contributions during this process are greatly appreciated.

We look forward to your positive response.

Thank you,

[Your Name]
[Your Position]
[Your Company]