

Negotiation Timeline Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Contract Negotiation Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update regarding the timeline for our ongoing contract negotiations.

Current Status:

- Initial proposal submitted: [Insert Date]
- First round of feedback received: [Insert Date]
- Revisions made: [Insert Date]

Next Steps:

- Schedule follow-up meeting: [Insert Proposed Date]
- Review revised terms: [Insert Proposed Date]
- Final negotiations: [Insert Proposed Date]

Please let me know if you have any questions or if you would like to discuss this further. I appreciate your cooperation and look forward to reaching a mutually beneficial agreement.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]