

Letter of Negotiation for Service Contract Proposal

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent proposal regarding the service contract for [Brief Description of Services]. We appreciate your time and effort in outlining the terms and conditions.

After reviewing your proposal, we would like to discuss certain aspects further to ensure that both parties can benefit from the agreement. Specifically, we would like to negotiate the following points:

- **Pricing:** [Insert specific pricing concerns]
- **Duration of Contract:** [Insert desired contract duration]
- **Scope of Services:** [Insert any additional services or changes needed]

We believe that with some adjustments, we can arrive at a mutually beneficial arrangement. Please let us know a convenient time for a meeting or call to discuss this further.

Thank you for your consideration. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]