

Negotiation Letter

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]

Subject: Negotiation of Terms and Conditions for Proposal

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the terms and conditions of the proposal we recently submitted regarding [briefly describe the proposal]. We appreciate the opportunity to collaborate and believe that a few adjustments to the terms could further enhance our mutual benefits.

Specifically, we would like to address the following points:

- **Term 1:** [Propose your terms]
- **Term 2:** [Propose your terms]
- **Term 3:** [Propose your terms]

We are confident that these modifications will lead to a more successful partnership and are open to your feedback. Please let us know a convenient time for you to discuss this matter further.

Thank you for considering our proposal. We look forward to your positive response.

Best regards,
[Your Name]
[Your Position]
[Your Company]