

Contract Negotiation Timeline

Dear [Recipient's Name],

This letter serves to outline the proposed timeline for the upcoming contract negotiations between [Your Company Name] and [Recipient's Company Name]. We believe that a clear schedule will facilitate a smoother negotiation process.

Proposed Timeline:

- **Week 1:** Initial Draft Review
- **Week 2:** First Negotiation Meeting
- **Week 3:** Review of Meeting Outcomes
- **Week 4:** Second Negotiation Meeting
- **Week 5:** Final Draft Preparation
- **Week 6:** Contract Signing

We appreciate your cooperation and look forward to a productive negotiation process. Please confirm your availability for the initial meeting scheduled for [insert date].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]