

Import-Export Contract Negotiation Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a negotiation meeting regarding our ongoing import-export contract.

We believe that a discussion would be beneficial in addressing several key points and fostering a mutually beneficial partnership. We would like to explore options related to [insert specific issues or areas you wish to discuss, e.g., pricing, delivery timelines, quality standards].

Please let us know your available dates and times for a meeting, whether it be in person or via a virtual platform.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

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