

# Letter of Negotiation for Transitory Funding Terms

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the terms surrounding the transitory funding we are currently negotiating. As we strive to ensure a mutually beneficial agreement, I would like to propose the following adjustments for your consideration:

- Funding Amount: [Proposed Amount]
- Duration of Funding: [Proposed Duration]
- Repayment Terms: [Proposed Terms]
- Any Additional Terms: [Specify if necessary]

I believe these modifications could benefit both our parties and facilitate a smoother transition. I would appreciate the opportunity to discuss these terms further at your earliest convenience. Please let me know a suitable time for you to meet or have a call.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]