

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: BGSA Letter for Contract Negotiation

I hope this message finds you well.

We are writing to formally communicate our intent to negotiate the terms of the existing contract between [Your Company] and [Recipient Company], dated [Original Contract Date]. Based on our recent discussions and the evolving needs of our organizations, we believe that revisiting certain clauses will benefit both parties.

Specific areas we would like to address include:

1. [Clause/Term 1]

2. [Clause/Term 2]

3. [Clause/Term 3]

We are confident that through open dialogue and collaboration, we can reach a mutually beneficial agreement that aligns with our business goals and strengthens our partnership.

We propose a meeting on [Proposed Date] at [Proposed Time] to discuss these modifications. Please let us know if this timing works for you or suggest an alternative that suits your schedule.

Thank you for your attention, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]