

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]
Subject: Proposal for Contract Negotiation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the [specific project name or contract title] contract dated [original contract date] that we are currently evaluating.

After reviewing the terms and conditions, I would like to propose a meeting to negotiate specific elements that I believe could be beneficial for both parties. The areas I would like to focus on include:

1. [Specific term or clause #1]
2. [Specific term or clause #2]
3. [Specific term or clause #3]

I believe that addressing these points will enhance our collaboration and result in a mutually beneficial agreement. Please let me know your availability for a meeting, whether in-person or via a virtual platform, at your earliest convenience.

Thank you for considering my proposal. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]