

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

[Recipient's Name]
[Recipient's Title]

DX Engineering

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Negotiation for [Project/Service Name]

I hope this letter finds you well.

I am writing to initiate the negotiation process regarding the contract for [specific project or service] with DX Engineering. Our recent discussions have been promising, and I believe that we can reach a mutually beneficial agreement.

[Include a brief overview of the project or service, any specific terms or considerations that need to be addressed, and your objectives for the negotiation.]

I propose that we schedule a meeting to discuss the contract details further and explore options that align with both parties' goals. Please let me know your availability for a meeting in the coming weeks.

Thank you for your attention to this matter. I look forward to your response and am optimistic about our collaboration.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name] (if applicable)