

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

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

Dear [Recipient's Name],

Subject: Negotiation for [Brief Description of Topic]

I hope this letter finds you well. I am writing to initiate a discussion regarding [specific subject or issue].

[Provide a brief overview of the context and your position.]

I believe that by collaborating on this matter, we can reach a mutually beneficial agreement. [Outline your proposal or the points you wish to negotiate.]

I am optimistic that we can come to a resolution that meets both our needs. I suggest we schedule a meeting to further discuss this issue at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title] (if applicable)

[Your Company] (if applicable)