

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[JX Peterbilt]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Contract Negotiations

I hope this message finds you well. I am reaching out to initiate discussions regarding our upcoming contract with JX Peterbilt. We value our partnership and look forward to exploring terms that will be mutually beneficial for both parties.

[Insert specific points of negotiation or terms you wish to discuss.]

We believe that addressing these items will strengthen our collaboration and contribute to our shared goals. Please let me know your availability for a meeting to discuss these matters further.

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

Sincerely,

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