

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss [briefly state the purpose, ensuring discretion]. As always, I appreciate our mutual understanding and the subtlety with which we operate.

For our next exchange, I propose the following:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Please confirm the time and place that works best for you, or suggest an alternative if necessary. Let us maintain our usual discretion throughout this process.

Thank you for your cooperation.

Best regards,

[Your Name]