

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss [briefly state the subject of negotiation, e.g., contract terms, pricing, etc.]. I appreciate the opportunity to collaborate with [Company Name], and I believe we can find common ground that benefits both parties. After reviewing the initial proposal, I would like to suggest the following adjustments:

1. **[Proposed Change 1]** - [Brief explanation of the reason for the change]
2. **[Proposed Change 2]** - [Brief explanation of the reason for the change]
3. **[Proposed Change 3]** - [Brief explanation of the reason for the change]

I believe these adjustments will not only align with our objectives but also enhance our partnership. I am open to discussing these points further and exploring potential alternatives that might work for both sides.

Please let me know a suitable time for you to discuss this in more detail. I am looking forward to your response.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]