

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Contract Negotiation Proposal

I hope this message finds you well. As we continue to explore possibilities for collaboration between [Your Company Name] and [Recipient Company Name], we would like to initiate discussions regarding the upcoming contract negotiation.

We appreciate the opportunity to work together and believe that with effective negotiation, we can reach a mutually beneficial agreement that adheres to both parties' goals and expectations.

We propose the following key points for discussion during our upcoming meeting:

1. **\*\*Scope of Work\*\***: Clarification on deliverables and timelines.
2. **\*\*Payment Terms\*\***: Revision of payment schedule and methods.
3. **\*\*Performance Metrics\*\***: Establishing measurable criteria for success.
4. **\*\*Confidentiality Clauses\*\***: Reviewing terms related to data security and privacy.

Please let us know your available times for a meeting, and we will do our best to accommodate. We look forward to your insights and are eager to collaborate effectively.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]