

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

[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Negotiation Proposal for [Specific Topic or Project]

I hope this message finds you well. I am writing to discuss the current terms regarding [specific topic or project], and to explore potential adjustments that would be mutually beneficial.

Firstly, I would like to express my appreciation for [mention any positive aspects of your current agreement or relationship]. However, after careful consideration, I believe that certain modifications could enhance our collaboration, particularly in the areas of [mention specific areas or terms you wish to negotiate].

[Outline your proposal clearly, including any data or examples that support your request. Mention why these changes are important and how they align with both parties' goals.]

I am confident that a revised agreement can contribute to a stronger partnership and improved outcomes for both sides. I would appreciate the opportunity to discuss this in more detail at your earliest convenience. Thank you for considering my proposal. I look forward to your response.

Sincerely,

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