

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Negotiation on [Specific Topic]

I hope this letter finds you well. I am writing to initiate a dialogue regarding [specific topic or issue] as we believe that mutual understanding and cooperation could lead to a beneficial agreement for both parties.

[Paragraph explaining the background or context of the negotiation, and why it is important to address it.]

In light of our previous discussions, I propose the following points for negotiation:

1. [Point 1]
2. [Point 2]
3. [Point 3]

I believe that addressing these points will not only foster our partnership but also enhance our goals in [specific area]. I am looking forward to your thoughts on this proposal and hope to arrange a meeting to discuss it further.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]