

[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],

I hope this message finds you well. I am writing to discuss our ongoing negotiations regarding [briefly describe the subject of negotiation, e.g., "the terms of our partnership agreement" or "the pricing structure of our services"].

As we have progressed in our discussions, I would like to propose [outline your key proposals or changes you would like to make]. I believe these adjustments will not only benefit our collaboration but also drive greater mutual success.

I am looking forward to your thoughts on this proposal and am more than willing to discuss any concerns or counter-proposals you may have. I appreciate your consideration and hope we can set up a time to talk further.

Thank you for your attention to this matter.

Best regards,

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