

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to discuss the ongoing negotiations regarding the [specific contract name or description]. After careful consideration and review of the terms, I would like to express our willingness to yield on certain key points to facilitate a mutually beneficial agreement.

We understand the importance of reaching a resolution and are prepared to adjust our position on [briefly specify the points you are willing to yield on]. In doing so, we believe we can create a framework that accommodates both parties' interests and leads to a successful partnership.

We appreciate your efforts and commitment during our discussions, and I would like to propose a meeting at your earliest convenience to further explore these adjustments and finalize the contract terms.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company]