

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Negotiation

I hope this letter finds you well. I am writing to discuss the terms of the contract between [Your Company Name] and [Recipient's Company Name], dated [Contract Date].

We believe that it is essential to revisit certain aspects of the contract to ensure mutual benefit and clarity for both parties. Specifically, we would like to address the following points:

1. [Point of Negotiation 1]
2. [Point of Negotiation 2]
3. [Point of Negotiation 3]

We appreciate your attention to these matters and hope to find common ground that supports our ongoing partnership. Please let us know your availability for a meeting to discuss this further.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]