

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

Dear [Recipient's Name],

Subject: Yielding Contract Negotiations

I hope this letter finds you well.

I am writing to formally address our ongoing contract negotiations regarding [briefly describe the subject of the negotiations]. After careful consideration and review of the terms discussed, we have decided to yield on certain points in order to facilitate a mutually beneficial agreement.

We believe our concessions in the following areas will contribute to a more favorable arrangement for both parties:

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

We appreciate the collaborative spirit of our discussions thus far and are committed to reaching a resolution that meets the needs of both parties. I would like to propose a meeting to further discuss these adjustments and any other concerns you may have.

Please let me know your availability for a meeting within the next few days, so we can continue to advance our discussions.

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

Sincerely,

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