

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[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 potential for collaboration between [Your Company] and [Recipient's Company]. As we explore this opportunity, I would like to propose a negotiation to optimize our mutual interests.

[Briefly outline your understanding of the current offer/terms.]

In consideration of our discussions, I believe there is room for us to agree upon terms that will benefit both parties, particularly in the areas of [insert key areas for negotiation, such as pricing, deliverables, timelines, etc.].

I would appreciate the opportunity to discuss this further at your earliest convenience. Are you available for a meeting on [suggest two or three specific dates/times]?

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

Best regards,

[Your Name]
[Your Position]
[Your Company]