

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Formal Proposal Regarding [Reference Number/Project Name] - Final Negotiation Phase

Dear [Recipient Name],

I am writing to follow up on our previous discussions regarding [Project/Contract/Debt]. While we have not yet reached a mutually beneficial agreement, I remain committed to finding a resolution that addresses the interests of both parties.

After reviewing the current terms and market data, I would like to propose the following structured solution. This proposal is based on [mention a specific objective standard, e.g., current industry benchmarks, independent appraisals, or documented financial constraints]:

- **Primary Proposal:** [Outline your specific offer here].
- **Contingency Benefit:** If we can finalize this by [Date], I am prepared to [offer a concession, e.g., increase the down payment, sign a longer term, or waive a specific minor requirement].
- **Alternative Option:** Should the primary proposal be unfeasible, I am open to [Secondary Option] provided that [Condition].

I believe this framework addresses your primary concerns regarding [Recipient's known pain point] while ensuring the sustainability of this agreement for my side. My goal is to reach a "win-win" outcome that avoids the costs and delays associated with [mention the alternative, e.g., arbitration, third-party mediation, or termination of services].

Please let me know which of the above options aligns best with your current objectives. I am available for a brief call on [Date] at [Time] to finalize these details.

I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]