[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**OBJECT: I HAVE OUTLINED A DIFFERENT POSSIBLE AVENUE**

Dear [CLIENT NAME],

As a result of what we have already discussed, I put great thought into the issue and have arrived at a solution that should lead to a beneficial outcome for both of us. Although I still believe that [SPECIFY], I am not certain that this approach will meet entirely meet your needs.

A different option has been outlined on the following pages, which will give you [SPECIFY]. The feedback was very good, and [SPECIFY BENEFITS].

If you have any interest in what I have outlined, our meeting could be sooner than I anticipated, as early as [DATE]. I will be making a trip to [CITY] around [TIME], we can work around a timescale that will work for both our schedules and help reduce costs of travel expenses.

I will be available in my office on [DATE] if you want to discuss this proposal via the telephone.

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]