[DATE]

Contact Name

Address

Address

Country

City /Province

Postal Code

**RE: FINALIZATION OF DEAL**

Dear [CLIENT NAME],

We want to follow up on the message that we left yesterday. We greatly appreciate your time and patience in allowing us to go over your proposal. The letter that you last sent concisely outlined all of the underlying issues.

We have attached possible suggestions for the sections being altered. We are pleased that we have come to a consensus with what is needed for us to finalise this deal.

We will arrange that contracts are drawn up and ready to be signed as soon as you have confirmed your decision on taking the next step.

We are sincerely grateful for your help and cooperation.

Kind Regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]