

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Response to Proposed Amendments to Terms of Business - [Contract Reference Number/Name]

Dear [Recipient Name],

Thank you for your correspondence dated [Date] regarding the proposed amendments to our Terms of Business. We have carefully reviewed the requested changes.

At this time, we are unable to accept the amendments as currently drafted, specifically regarding [mention specific clauses, e.g., liability limits or payment cycles], as they do not align with our standard operational risk policies.

However, we value our partnership and would like to propose a mutual compromise to move this agreement forward. We suggest the following middle-ground terms:

- **[Clause Name/Number]:** Instead of [Recipient's proposal], we propose [Your compromise solution].
- **[Clause Name/Number]:** We are prepared to accept [Part of their request] provided that [Condition you require].

We believe these adjusted terms provide a balanced framework that protects both parties' interests. Please let us know if these terms are acceptable to you so that we may finalize the agreement.

We look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]