

# Letter of Revised Contract Terms for Renewal

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to discuss the upcoming renewal of our contract originally established on [Original Contract Date]. After reviewing our current agreement and discussing our objectives, we have proposed some revised terms for your consideration.

## Revised Contract Terms:

- **Term of Agreement:** [Insert new duration]
- **Payment Structure:** [Insert revised payment terms]
- **Scope of Services:** [Insert any changes to services]
- **Termination Clause:** [Insert revised termination conditions]

We believe these revisions will better support our mutual goals and enhance our continued collaboration.

Please review the proposed changes at your earliest convenience. We would be happy to arrange a meeting to discuss this further and address any questions you may have.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]