

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision of specific terms in our existing contract dated [Contract Date], concerning [specific details about the contract].

Due to [reason for appeal, e.g., changing market conditions, unforeseen circumstances], I believe that revising these terms would be beneficial for both parties involved. Specifically, I would like to discuss [specific terms you want to amend].

It is my hope that we can come to an agreement that accommodates both our needs. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my appeal.

Sincerely,

[Your Name]