

Request for Contract Flexibility

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

I hope this message finds you well. I am writing to discuss our current contract dated [insert contract date] regarding [insert specific services or items covered in the contract].

Due to [briefly explain reason, e.g., unforeseen circumstances, changes in business needs], we are seeking flexibility in certain terms of our agreement, specifically [mention specific terms or sections you wish to address]. We believe that adjusting these terms could benefit both parties and allow us to continue our productive partnership.

We appreciate the quality of service and support your team has provided thus far and hope to find a mutually beneficial solution. I would appreciate the opportunity to discuss this further at your earliest convenience.

Thank you for considering our request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]