

# Formal Request for Adjustment of Business Contract

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to our existing business contract dated [Insert Contract Date] regarding [briefly describe the nature of the contract].

Due to [state the reason for the requested adjustments], we believe that the following modifications would be beneficial for both parties: [list the specific adjustments you are proposing].

We value our partnership with [Recipient Company] and are confident that these adjustments will enhance our collaboration moving forward.

Please let me know a suitable time for us to discuss this matter further, or feel free to reach out if you require any additional information.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]