

Inquiry for Revising Contractual Obligations

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of revising the contractual obligations outlined in our current agreement dated [insert date of the original contract].

Given the changing circumstances surrounding [briefly describe circumstances], I believe that a revision could be mutually beneficial. I would appreciate the opportunity to discuss this matter with you at your earliest convenience.

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

Sincerely,
[Your Name]