

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my discontent regarding the recent changes made to our agreement without prior sanction or discussion.

Upon reviewing the alterations, I noticed several discrepancies that deviate from the original terms we mutually agreed upon. These unsanctioned modifications have caused confusion and disrupted our operational processes.

I believe it is crucial that we adhere to the established agreement to maintain transparency and trust in our partnership. Therefore, I request an immediate clarification of the changes and a meeting to discuss how we can revert to the original terms or negotiate new ones amicably.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]