

# Request for Formal Review of Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of the existing contract titled "[Contract Name or Number]" between [Your Company Name] and [Recipient's Company Name], dated [Contract Date].

Given the changes in our business environment and requirements, I believe a review of the terms and conditions is timely. I would like to discuss potential adjustments that could enhance our collaboration.

Please let me know a convenient time for you to discuss this matter further. I look forward to your response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]