

Inquiry for Contract Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of scheduling a review of the contract [Contract Name/Number] entered into on [Contract Date]. Due to [reason for review], I believe it would be beneficial for us to revisit the terms outlined.

Could we arrange a meeting at your earliest convenience to discuss this matter? I appreciate your attention to this request and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]