

Financial Adjustments Proposal

From:

[Your Name]
[Your Position]
[Your Company]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To:

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose financial adjustments related to our existing contract [Contract Number/Title]. Due to [brief explanation of circumstances leading to the proposal], we believe that an adjustment is necessary to ensure the continued success of our collaboration.

We propose the following financial adjustments:

- [Adjustment 1: Description and rationale]
- [Adjustment 2: Description and rationale]
- [Adjustment 3: Description and rationale]

We believe these adjustments are fair and necessary and will be beneficial for both parties. We appreciate your understanding and consideration of this proposal.

Please let us know a suitable time to discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

[Your Name]
[Your Position]
[Your Company]