

Service Agreement Renegotiation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our current service agreement dated [Insert Date of Original Agreement]. As we continue our partnership, I believe it is essential to revisit some terms of the agreement to better align with our evolving needs.

Specifically, I would like to address the following areas for potential renegotiation:

- [Area 1 - Describe briefly]
- [Area 2 - Describe briefly]
- [Area 3 - Describe briefly]

I suggest we schedule a meeting to explore these points in detail and find mutually beneficial solutions. Please let me know your availability for next week, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]