

Contract Review Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a review of the employment contract I have received regarding the position of [Job Title] at [Company Name]. I appreciate the opportunity and am excited about the potential to contribute to your team.

Before moving forward, I would like to discuss a few clauses in the contract for clarification and potential negotiation. These include:

- Compensation and benefits
- Work hours and expectations
- Termination conditions

I believe that a brief discussion would be beneficial to ensure that both parties have aligned expectations. Please let me know a convenient time for us to speak.

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

Sincerely,

[Your Name]