

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

[Date]

[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 formally request a review of the media services contract between [Your Company] and [Recipient's Company] that was signed on [Contract Date].

As we are approaching the review period, I believe it is essential to evaluate the terms and conditions of our existing agreement. This will ensure that both parties are aligned on expectations and deliverables moving forward.

Could we schedule a meeting at your earliest convenience to discuss this matter? Your insights would be invaluable as we proceed with the review process.

Thank you for your attention to this request. I look forward to hearing from you soon.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]