

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Recipient Name: [Recipient's Name]

Recipient Position: [Recipient's Position]

Recipient Company: [Recipient's Company]

Recipient Address: [Recipient's Address]

City, State, Zip Code: [Recipient's City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a refinement of our service agreement concerning [specific service or area of concern].

Over the past [duration], we have experienced [briefly describe the issues or areas needing improvement]. To enhance our collaboration, I propose the following modifications:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

I believe that these changes will significantly improve our service quality and meet our mutual goals more effectively.

Please let me know a suitable time for us to discuss this request in further detail, or if you require additional information.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]