

# Notification of Proposed Contract Revisions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposed Revisions to Contract [Contract Number]

Dear [Recipient's Name],

We are writing to inform you of proposed revisions to the contract dated [Original Contract Date] between [Your Company Name] and [Recipient's Company Name].

The proposed revisions are as follows:

- Revision 1: [Description of Revision]
- Revision 2: [Description of Revision]
- Revision 3: [Description of Revision]

Please review the proposed changes and provide your feedback by [Response Deadline]. We believe these adjustments will be beneficial for both parties and contribute to the success of our ongoing partnership.

If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]