

Contract Term Renegotiation Request

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a renegotiation of the terms of our existing contract (Contract No. [Contract Number]), which was initiated on [Start Date].

Due to [briefly explain reason for renegotiation, e.g., changes in market conditions, financial constraints, etc.], I believe it would be mutually beneficial for both parties to discuss potential adjustments to the agreed terms.

I propose we schedule a meeting at your earliest convenience to discuss this matter further. I am confident that we can reach a satisfactory agreement that accommodates the needs of both parties.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]