

Letter of Appeal for Contract Terms Reassessment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a reassessment of the terms of our existing contract (Contract No: [Insert Contract Number]). Due to [briefly explain reason for request, e.g., changes in market conditions, unforeseen circumstances, etc.], I believe that a review of the contract terms is warranted.

Specifically, I would like to address the following areas:

1. [Specify the term or condition to be reassessed]
2. [Specify another term or condition, if applicable]
3. [Continue as necessary]

I appreciate your understanding and attention to this matter. I am hopeful that we can come to a mutually beneficial agreement. Please let me know a suitable time for us to discuss this further.

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

Sincerely,

[Your Name]

[Your Title, if applicable]