

Letter of Demand for Contract Adjustments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Demand for Contract Adjustments Based on Performance Review

I hope this message finds you well. As per our recent performance review conducted on [Insert Date], I would like to formally request adjustments to our existing contract, [Contract Number/Name], due to the outcomes highlighted in the review.

During the review period, we have observed [briefly describe the key performance metrics, achievements, or concerns]. Based on these findings, I believe it is in our mutual interest to discuss potential adjustments to the contract to better align our commitments with the performance outcomes.

I propose a meeting to discuss these adjustments further and explore options that can enhance our collaboration moving forward. Please let me know your available dates and times for this discussion.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]