

# Notification of Contract Renegotiation Intentions

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally notify you of our intention to renegotiate the terms of our existing contract dated [Insert Original Contract Date].

Given the evolving circumstances and market conditions, we believe it is in the best interest of both parties to review the current terms and explore potential adjustments.

We propose to schedule a meeting at your earliest convenience to discuss this matter further. Please let us know your availability for the coming weeks.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]