

# Proposal to Adjust Contract Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose an adjustment to our existing contract (Contract No. [Insert Contract Number]) dated [Insert Original Contract Date]. After thorough analysis and consideration of our mutual goals and current circumstances, we believe that certain modifications to the contract terms would facilitate greater alignment and efficiency.

## Proposed Adjustments

- Adjustment 1: [Detail the first proposed adjustment]
- Adjustment 2: [Detail the second proposed adjustment]
- Adjustment 3: [Detail the third proposed adjustment]

We believe that these proposed changes will not only improve our collaboration but will also enhance the overall outcomes of our partnership. We are keen to discuss these adjustments further and address any questions or concerns you might have.

Thank you for considering our proposal. We look forward to your positive response and to continuing our productive partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]