

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a renegotiation of the contract dated [Insert Contract Date], between [Your Company] and [Recipient's Company].

Due to recent changes in our business circumstances, specifically [briefly explain changes, e.g., market shifts, economic factors, etc.], we believe it is necessary to revisit the terms of our agreement to ensure mutual benefit moving forward.

We greatly value our partnership with [Recipient's Company] and are committed to finding a solution that works for both parties. We would appreciate the opportunity to discuss this matter further at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]