

Subject: Request for Renegotiation of Service Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our current service agreement dated [Insert Original Agreement Date] between [Your Company Name] and [Recipient's Company Name]. Due to [provide a brief reason for renegotiation, e.g., changing market conditions, budget constraints, etc.], we believe it would be beneficial for both parties to revisit the terms of our agreement.

We value the partnership we have developed over time and appreciate the quality services you provide. In light of the circumstances, we would like to propose a meeting to explore potential adjustments that could accommodate both of our needs while maintaining the integrity of our relationship.

Please let us know your available times for a meeting within the next few weeks. We are confident that together we can find a mutually beneficial solution.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]