

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose some adjustments to our current service terms.

Due to [reason for adjustment], we believe implementing these changes will benefit both parties by [explain benefits]. We propose the following changes:

- Change 1: [Description]
- Change 2: [Description]
- Change 3: [Description]

We are open to discussing this proposal at your earliest convenience and are keen to hear your thoughts or any concerns you may have.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]