

Request for Revision of Service Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of the service terms outlined in our existing agreement dated [Insert Date of Agreement].

After a thorough review of the current terms, I believe that certain aspects could be adjusted to better reflect our evolving needs and enhance our mutual cooperation.

I would appreciate the opportunity to discuss these revisions at your earliest convenience. Please let me know a suitable time for us to connect.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]