

Proposal for Contract Renewal Adjustments

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the renewal period of our existing contract dated [Insert Original Contract Date], I would like to propose some adjustments that I believe will enhance our collaboration and mutual benefits.

- **Revision of Scope of Work:****
[Detail proposed changes to the scope of work]
- **Adjustments in Pricing:****
[Outline any changes to pricing structure based on current market trends or service requirements]
- **Timeline Modifications:****
[Explain any adjustments to the project timeline, including milestones]

We appreciate the partnership we've cultivated over the past years and look forward to continuing this positive relationship. Please let me know a convenient time for us to discuss this proposal in detail.

Thank you for considering these adjustments. I look forward to your response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]