

# Request for Review of Terminated Contract

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of the decision to terminate the contract between [Your Company/Name] and [Their Company/Name], dated [Contract Date].

Upon reflection, I believe there may have been misunderstandings that led to the termination. [Briefly explain any reasons or discrepancies that you believe warrant a review.]

Given the circumstances, I kindly ask that you reconsider the termination and allow for a discussion regarding this matter at your earliest convenience. I am hopeful we can find a resolution that is satisfactory to both parties.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]