

Letter of Negotiation for IT Service Contract Adjustments

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss potential adjustments to our current IT service contract dated [Contract Date]. As we strive to enhance our partnership and address evolving business needs, I believe it is essential to revisit certain terms of our agreement.

Specifically, I would like to discuss the following areas for adjustment:

- Service Scope and Deliverables
- Pricing Structure
- Support Response Times
- Contract Duration

I believe that a collaborative review of these elements could lead to a more effective partnership and improved service delivery. I would appreciate the opportunity to set up a meeting to discuss this in further detail. Please let me know your availability in the coming days.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]