

Date: [Insert Date]

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

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

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally request a revision of the conditions outlined in our current partnership agreement dated [Insert Date of Original Agreement]. After reviewing the terms and considering our evolving business objectives, we believe that certain adjustments would significantly enhance our collaboration and mutual benefits.

We would like to propose the following changes:

- Condition 1: [Insert proposed change]
- Condition 2: [Insert proposed change]
- Condition 3: [Insert proposed change]

We believe these revisions will contribute to a more effective partnership. We kindly request your feedback on these proposals, and we are open to discussing this matter at your earliest convenience.

Thank you for your attention to this request. We look forward to your response and continuing our successful partnership.

Best regards,

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