

Revenue Adjustment Request Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a revenue adjustment for [specific period or project], aimed at improving our cash flow situation. As [your position] at [your company], I have been closely monitoring our financial performance and believe that an adjustment is necessary due to [brief explanation of the reason for the request, e.g., unexpected expenses, changes in market conditions, etc.].

We have always valued our partnership with [Recipient Company Name] and are committed to fulfilling our obligations. However, the current financial strain has made it increasingly difficult to maintain our operational efficiency and meet our commitments.

We kindly ask for your consideration of a revenue adjustment of [specific amount or percentage], which would significantly alleviate our cash flow pressures and allow us to continue our business relationship on stable ground. We believe that this adjustment will not only benefit our operations but also ensure the ongoing success of our partnership.

Thank you for considering our request. We would appreciate the opportunity to discuss this matter further and explore possible solutions. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]