

Letter Template for Buy-Sell Agreement Adjustment

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Adjustment to Buy-Sell Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss an adjustment needed in our existing buy-sell agreement dated [Insert Agreement Date]. After reviewing the terms, I believe it is necessary to make some modifications to better reflect our current circumstances.

The specific adjustments I propose are as follows:

- Adjustment 1: [Description of Adjustment]
- Adjustment 2: [Description of Adjustment]
- Adjustment 3: [Description of Adjustment]

I believe these changes will benefit both parties and ensure a smoother transaction process. Please let me know a convenient time for us to discuss this further.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]