

# Trade Agreement Revision Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to formally propose a revision to our existing trade agreement dated [Insert Original Date of Agreement]. After reviewing our current terms, we believe that certain adjustments are necessary to better reflect our evolving business relationship and market conditions.

Key areas we propose to revise include:

- Pricing structures
- Delivery schedules
- Payment terms
- Quality assurance measures

We suggest arranging a meeting to discuss these proposed revisions in detail and to ensure mutual understanding and agreement. Please let us know your availability for a meeting at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]