

Adjustment Proposal

Date: [Insert Date]

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

We are writing to propose adjustments to our existing digital media agreement dated [Insert Agreement Date]. After reviewing the current terms and conditions, we believe that the following adjustments will enhance our collaboration and achieve better outcomes for both parties:

- **Adjustment 1:** [Describe the proposed adjustment and its benefits]
- **Adjustment 2:** [Describe the proposed adjustment and its benefits]
- **Adjustment 3:** [Describe the proposed adjustment and its benefits]

We believe these changes will [explain the expected positive outcomes]. We are eager to discuss this proposal further and find an amicable solution that satisfies both parties.

Please let us know a convenient time for us to connect and discuss this proposal. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]