

# Custom Services Agreement Adjustment

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss adjustments to our existing custom services agreement dated [Original Agreement Date]. Due to [reason for adjustment, e.g., changes in project scope, resource allocation], we propose the following adjustments:

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

We believe these changes will enhance the efficiency and effectiveness of our services. Please let us know your thoughts and if you would like to discuss this in further detail.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]