

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

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an adjustment to our existing contract, [Contract Number/Name], dated [Contract Date]. Due to [brief explanation of reasons for request, e.g., changes in circumstances, cost of materials, or any relevant factors], we believe that an adjustment is necessary for both parties to continue our successful collaboration.

Specifically, we are requesting [detailed explanation of the desired adjustments, including any proposed changes to terms, pricing, timelines, etc.]. We believe these adjustments will benefit both parties by [explain benefits].

We are committed to maintaining a positive working relationship and are open to discussing this request at your earliest convenience. Please let me know a suitable time for us to meet or talk to discuss this matter further.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]