

Adjustment Announcement in Partnership Terms

Date: [Insert Date]

To: [Partner's Name]

Company: [Partner's Company Name]

Address: [Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally announce adjustments to the terms of our partnership. After careful consideration and discussions, we believe these changes will enhance our mutual collaboration and drive greater success for both parties.

Summary of Adjustments:

- Adjustment 1: [Detail of adjustment]
- Adjustment 2: [Detail of adjustment]
- Adjustment 3: [Detail of adjustment]

We appreciate your understanding and support as we implement these changes. We are confident that these adjustments will create more value in our partnership and look forward to your positive response.

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued partnership.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]