

Revised Business Agreement Terms

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally propose revised terms for our existing business agreement dated [Original Agreement Date]. After careful consideration and discussions, we believe these adjustments will enhance our collaboration.

Revised Terms

1. **Section 1:** [Detail the revised term]
2. **Section 2:** [Detail the revised term]
3. **Section 3:** [Detail the revised term]

We appreciate your understanding and flexibility as we work through these changes. Please review the proposed terms and let us know if you have any questions or concerns by [Response Deadline].

Thank you for your continued partnership.

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