

Contract Value Reassessment

Date: [Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request a reassessment of the value of our existing contract [Contract Number/Name] dated [Contract Date]. Due to [brief explanation of reasons for reassessment], we believe that it is necessary to revisit the current terms.

We appreciate your attention to this matter and look forward to discussing potential adjustments that reflect the current circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]