

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your assistance in reviewing our existing partnership agreement. As we move forward in our collaboration, we believe that a thorough review will help both parties ensure that the terms align with our mutual goals and objectives.

We value our partnership and are committed to maintaining a transparent and productive relationship. Please let me know a convenient time for you to discuss this matter further or if you require any specific documents prior to your review.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]