

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a revision of the terms outlined in our current contract dated [Contract Date], regarding [Contract Subject].

After reviewing the agreement, I believe certain terms require adjustment to better reflect our current needs and circumstances. Specifically, I would like to propose the following changes:

- [Specify Term 1 and Proposed Revision]
- [Specify Term 2 and Proposed Revision]
- [Specify Term 3 and Proposed Revision]

I believe these adjustments will facilitate a more productive partnership and align our mutual goals more effectively. I am open to discussing these proposed changes at your earliest convenience and am willing to work collaboratively to reach an agreement that benefits both parties.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]