

# Contractual Terms Adjustment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Proposal for Adjustment of Contractual Terms

I hope this message finds you well. I am writing to propose an adjustment to the terms of our existing contract dated [Insert Contract Date], regarding [briefly describe the subject of the contract].

After thorough consideration, I believe that the following adjustments are necessary:

- **Clause 1:** [Description of Adjustment]
- **Clause 2:** [Description of Adjustment]
- **Clause 3:** [Description of Adjustment]

These changes aim to [briefly explain the rationale behind the adjustments]. I believe these adjustments will benefit both parties and strengthen our ongoing collaboration.

Please review the proposed changes at your earliest convenience. I would appreciate the opportunity to discuss this further and am happy to arrange a meeting to go over the details.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]