

Proposal Adjustment Letter

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip Code: [Recipient's City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our ongoing contract negotiations regarding [specific project or service name]. In reviewing the terms of our previous discussions, we believe that some adjustments may be beneficial for both parties.

We appreciate the value that [Recipient's Company] brings to this partnership and would like to propose the following adjustments:

- **Adjustment 1:** [Description of proposed adjustment]
- **Adjustment 2:** [Description of proposed adjustment]
- **Adjustment 3:** [Description of proposed adjustment]

We are confident that these adjustments will enhance our collaboration and lead to a successful outcome. I would appreciate the opportunity to discuss these proposals with you at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Phone: [Your Phone Number]

Email: [Your Email]