

# Notice of Contract Adjustment Proposal

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally propose an adjustment to our current contract dated [Insert Contract Date] regarding [Briefly Describe the Contract Subject].

Due to [Brief Reason for Adjustment], we believe it is necessary to revisit the terms of our agreement. We propose the following adjustments:

- [Adjustment 1]
- [Adjustment 2]
- [Adjustment 3]

We believe that these adjustments will better align our partnership with the current market conditions and our mutual goals.

We are open to discussing this proposal at your earliest convenience and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]