

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reassessment of the terms of our existing contract dated [contract date], referencing contract number [contract number].

Given recent developments and changes in [briefly explain the reason for the reassessment, e.g., market conditions, changes in business needs], I believe that adjusting the terms of our agreement would be beneficial for both parties.

I would appreciate the opportunity to discuss this matter further and explore the possibility of negotiating better terms that reflect our current situation. Please let me know your availability for a meeting.

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

Sincerely,  
[Your Name]  
[Your Position, if applicable]