

Contract Review Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance in reviewing a contract that I am considering entering into with [Insert counterparty's name or company]. Given the importance of the terms outlined within this document, I believe that your expertise would be invaluable in ensuring that my interests are adequately protected.

The contract is related to [briefly describe the purpose of the contract, e.g., an employment agreement, service contract, etc.]. I have attached a copy of the contract for your review. I would appreciate any feedback you could provide regarding potential risks, areas for negotiation, and any recommendations for amendments.

If possible, I would appreciate a response by [insert deadline], as I aim to finalize this matter promptly.

Thank you for your time and consideration. I look forward to your expertise on this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]