

# Contract Revision Request

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

**[Recipient Name]**  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision of our existing contract dated [Contract Date], related to [specific project or agreement name].

After reviewing the terms, I believe that certain modifications are necessary to better align our mutual interests and ensure the successful execution of the project. Specifically, I would like to address the following points:

- [Point 1: description of the revision needed]
- [Point 2: description of the revision needed]
- [Point 3: description of the revision needed]

I believe these changes will be beneficial for both parties and would appreciate the opportunity to discuss them further. Please let me know a convenient time for you to meet or if you prefer to communicate via email.

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

Sincerely,

[Your Name]