

Inquiry Regarding Contract Priority Modification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the potential modification of priority in our existing contract, referenced as [Contract Reference Number].

Due to [brief explanation of reason, e.g., project changes, resource allocation], we believe it would be beneficial to discuss the prioritization of the contract terms and any associated implications.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know your available times for a meeting. Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]