

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

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

Dear [Recipient Name],

I am writing to formally request a re-evaluation of the contract currently in place between [Your Company] and [Recipient Company]. With the recent performance assessment indicating [specific findings or areas of concern], we believe it is necessary to review our contractual agreement to ensure that both parties can achieve their respective goals.

We appreciate the partnership we have built and are committed to maintaining a positive and productive collaboration. A reassessment would allow us to address any discrepancies and align our expectations moving forward.

We kindly ask to schedule a meeting to discuss this matter at your earliest convenience. Please let us know your available dates and times so we can coordinate accordingly.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]