

Contract Re-evaluation Request

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Request for Contract Re-evaluation for Service Agreement Renewal

Dear [Recipient Name],

I hope this message finds you well. We have greatly appreciated your partnership and the services provided under our current agreement dated [Original Contract Date]. As we approach the renewal period, I would like to formally request a re-evaluation of our service agreement.

In light of [mention any relevant changes, improvements, or circumstances - e.g., market conditions, evolving needs, feedback received], I believe that a re-assessment of the terms could be mutually beneficial. I am particularly interested in discussing [specific areas of concern or interest, e.g., pricing, scope of services, duration].

Please let me know a suitable time for us to discuss this matter further. I am looking forward to your response and hope to continue our successful collaboration.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]