

# Contract Re-evaluation Request for Terms Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[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 re-evaluation of the terms stated in our current contract dated [Insert Contract Date]. As we have been reviewing our ongoing projects and objectives, we believe that certain adjustments may be necessary in order to align our interests and expectations.

Specifically, we would like to discuss the following terms:

- [Specify Term 1]
- [Specify Term 2]
- [Specify Term 3]

I kindly request a meeting at your earliest convenience to discuss this matter further and explore potential adjustments that could benefit both parties. Please let me know your available times, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]