

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval Inquiry for Contractual Adjustments

I hope this message finds you well. I am writing to seek your approval regarding the proposed adjustments to our existing contract dated [Contract Date]. After reviewing the current terms and considering the changes in circumstances, we believe that these adjustments are necessary for the successful continuation of our partnership.

The proposed adjustments include:

- [Adjustment 1]
- [Adjustment 2]
- [Adjustment 3]

We appreciate your understanding and support regarding this matter. Please let us know if you require any further information or clarification to facilitate your approval. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]