

Agreement Adjustment Reminder

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Reminder for Agreement Adjustment

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding the adjustment in our agreement dated [Insert Agreement Date]. As per our discussion, please note that the adjustments are expected to be finalized by [Insert Deadline].

To ensure a smooth process, we would appreciate your prompt attention to the following details:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Please feel free to reach out if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]