

Contract Alignment Request

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally request alignment on the existing contract between [Your Company Name] and [Recipient's Company Name] dated [Insert Contract Date]. We believe that certain aspects of the agreement can be improved for better clarity and mutual benefit.

Specifically, we would like to discuss the following sections:

- [Section 1: Description]
- [Section 2: Description]
- [Section 3: Description]

We would appreciate the opportunity to meet with you to discuss these points further. Please let us know your availability for a meeting in the coming weeks.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]