

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Proposal for Reduction of Contract Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a reduction in the current terms of our contract, dated [Original Contract Date], for [Description of the Contract]. Due to [reason for proposal, e.g., changes in the market, financial constraints, etc.], I believe that adjusting the terms would be beneficial for both parties.

Specifically, I am proposing to [outline your specific proposal, e.g., reduce the scope of work, adjust payment terms, etc.]. I am confident that this adjustment will help maintain our partnership while addressing the current challenges we are facing.

I value our relationship and appreciate your consideration of this proposal. I would be happy to discuss this matter further at your earliest convenience. Please let me know a suitable time for you, or feel free to respond directly to this email.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]