

Contractual Responsibilities Reassessment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

Subject: Reassessment of Contractual Responsibilities

In light of recent developments and the changing landscape of our collaboration, we would like to initiate a reassessment of our contractual responsibilities as outlined in [Specify Contract Name/Number]. This review aims to ensure that both parties are aligned with their obligations and expectations moving forward.

We believe that a thorough review of the following aspects will be beneficial:

- Scope of Work
- Deliverables Timeline
- Performance Metrics
- Liabilities and Indemnities
- Dispute Resolution Mechanisms

We suggest scheduling a meeting to discuss these aspects further. Please let us know your availability within the next two weeks so we can arrange a convenient time for both parties.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Contact Information]