

Formal Request for Contract Review

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review of the contract dated [insert contract date], titled "[insert contract title]." After careful consideration, I believe that a thorough review is essential to ensure that all terms align with our objectives and expectations.

Specifically, I would like to address the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Please let me know a suitable time for us to discuss this matter in more detail. I appreciate your attention to this request and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]