

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

[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I would like to take this opportunity to express my appreciation for our ongoing discussions regarding [briefly describe the subject of the proposal].

After careful consideration and analysis of our previous negotiations, I would like to propose some adjustments to our initial agreement. These adjustments are aimed at [explain the purpose of adjustments, e.g., enhancing collaboration, achieving mutual benefits, etc.].

Specifically, I propose the following adjustments:

- [Adjustment 1: Brief description]
- [Adjustment 2: Brief description]
- [Adjustment 3: Brief description]

I believe these changes will positively impact our partnership and align our interests more closely. I am open to discussing these adjustments further and am looking forward to your feedback.

Thank you for considering this proposal. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]