

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Adjustment to Business Proposal

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the business proposal submitted on [Original Proposal Date], regarding [Brief Description of Proposal].

After careful consideration and feedback from our team, we believe that a few modifications would better align the proposal with our current objectives and the market demands. Specifically, we would like to address the following points:

- [Point 1: Description of the adjustment needed]
- [Point 2: Description of the adjustment needed]
- [Point 3: Description of the adjustment needed]

We are confident that these adjustments will enhance the proposal's effectiveness and lead to a more fruitful collaboration. We would greatly appreciate it if we could schedule a meeting to discuss these proposed changes further.

Thank you for considering our request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]