

Inquiry Regarding Business Proposal Changes

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about some potential changes to our recent business proposal titled "[Proposal Title]." After reviewing the proposal and considering our current needs, we believe that certain modifications could enhance our collaboration.

Specifically, we would like to discuss the following aspects:

- [Aspect 1]
- [Aspect 2]
- [Aspect 3]

Could we schedule a meeting to discuss these changes further? I am confident that with these adjustments, we can create a mutually beneficial agreement.

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

Sincerely,

[Your Name]
[Your Position]