

Cross-Border Trade Volume Adjustment

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email Address]

Date: [Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to discuss the recent adjustments necessary concerning our cross-border trade volume as per the terms outlined in our agreement dated [Date of Agreement].

As you are aware, there have been fluctuations in market demand that have influenced our trade volumes. After thorough analysis, we propose the following adjustments to our trading terms:

- **Adjustment Proposal:** [Detail the specific adjustments]
- **New Trade Volume:** [New Volume Amount]
- **Effective Date:** [Date]

We believe that these adjustments will ensure continued success and cooperation between our companies. Please review this proposal and provide your feedback by [Response Deadline Date].

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

Best regards,

[Your Name]

[Your Title]

[Your Company Name]