### **Contract Letter to Renegotiate**

**[Your Company Name]**[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

**Date: [Insert Date]**

**[Recipient's Name]**[Recipient's Job Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, ZIP Code]

**Subject: Request for Renegotiation of Contract Terms**

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a renegotiation of the terms of our existing contract, which was signed on [insert date of original contract].

After careful consideration, I believe adjustments to the following terms would benefit both parties:

### **1. [Term 1]**

[Explain the proposed change and the reasons behind it.]

### **2. [Term 2]**

[Explain the proposed change and the reasons behind it.]

I believe that renegotiating these terms will allow us to maintain a successful and mutually beneficial working relationship. I would appreciate the opportunity to meet with you and discuss these proposals in detail.

Thank you for your time and consideration. I look forward to your response.

Sincerely,  
**[Your Name]  
[Your Job Title]  
[Your Company Name]**