

Request for Contractual Flexibility

Date:

To:

From:

Subject:

Dear ,

I am writing to formally request flexibility regarding the terms and conditions specified in our current contract. The reason for this request is as follows:

I kindly ask for your consideration to accommodate the following changes:

I am open to discussing this in further detail at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Position:

Department: