

[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Subject: Discussion Regarding Proposed Modifications to Terms of Business

Dear [Recipient Name],

I am writing to suggest a meeting to discuss potential updates and modifications to our current Terms of Business. As our professional relationship continues to evolve, we believe it is important to ensure that our formal agreement remains aligned with our current operational needs and objectives.

We have identified several areas for adjustment, including [mention 1-2 brief areas, e.g., payment schedules, delivery timelines, or service scope]. We would like to present these suggestions to you and hear your feedback to reach a mutually beneficial arrangement.

Would you be available for a brief meeting or call on any of the following dates?

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know if any of these slots work for you, or feel free to suggest an alternative time. I look forward to our discussion.

Best regards,

[Your Signature]
[Your Printed Name]