

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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Renegotiation of Plumbing and Emergency Repair Service Agreement - [Contract Reference Number]

Dear [Recipient Name],

I am writing to formally request a review and renegotiation of our current plumbing and emergency repair service contract, which was originally signed on [Original Start Date].

While we value our ongoing professional relationship, recent changes in [market conditions / operational costs / service volume] have necessitated a revision of our current terms. Specifically, I would like to discuss the following areas:

- **Service Pricing:** Adjusting the hourly rates and material markups to reflect current market standards.
- **Emergency Response Times:** Refining the guaranteed arrival windows for after-hours emergency calls.
- **Scope of Work:** Updating the list of covered preventative maintenance tasks and equipment.
- **Payment Terms:** Modifying the billing cycle to [Net 30/Net 15] to better align with cash flow requirements.

Our goal is to ensure that this partnership remains mutually beneficial and sustainable for both parties while maintaining the high quality of service we have come to expect.

I would like to schedule a brief meeting or call during the week of [Date] to discuss these points in detail. Please let me know your availability.

Thank you for your time and continued partnership. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]