

[Your Name/Title]

[Company Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Contractor Name]

[Contractor Company Name]

[Address]

[City, State, Zip Code]

Subject: Notification of Ownership Change and Intent to Renegotiate Agreement

Dear [Contractor Name],

This letter is to formally notify you that as of [Date of Change], the ownership of [Company Name] has changed. [New Parent Company or Owner Name] has acquired the company and is currently reviewing all existing vendor and contractor obligations.

As part of this transition, we are evaluating our current operational requirements and budgetary goals. We value the services you have provided; however, we would like to formally request a renegotiation of the terms of our existing agreement dated [Original Contract Date].

Specifically, we would like to discuss the following areas:

- [Area 1: e.g., Service Fees/Pricing]
- [Area 2: e.g., Payment Terms]
- [Area 3: e.g., Scope of Work]

We would like to schedule a meeting or call during the week of [Date] to discuss a mutually beneficial path forward. Please let us know your availability.

Until a new agreement is reached, the terms of the existing contract shall remain in effect unless otherwise notified. We look forward to continuing our professional relationship under these new parameters.

Sincerely,

[Signature]

[Printed Name]

[Title]