

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

[Partner's Name]
[Partner's Title]
[Partner's Company Name]
[Partner's Company Address]
[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well.

I am writing to formally request a review of our current business partnership. As we have been working together for [duration of partnership], I believe it is important for us to assess our collaboration and identify areas for improvement and growth.

During our partnership, we have achieved [mention any specific accomplishments or highlights], and I appreciate the efforts your team has made. However, in light of [mention any relevant changes, challenges, or opportunities], I believe a thorough evaluation will help us align our goals and enhance our partnership moving forward.

I propose that we schedule a meeting to discuss this in detail. I am confident that by coming together, we can not only address any concerns but also explore new avenues for collaboration that benefit both parties. Please let me know your availability, and I will do my best to accommodate.

Thank you for considering this request, and I look forward to our continued partnership.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]