

# Letter of Amendment to Contract

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

Subject: Amendment to Contract [Contract Reference Number]

We are writing to propose specific amendments to the contract dated [Original Contract Date] between [Your Company Name] and [Recipient Company Name]. After thorough discussions, we have identified certain areas that require modification. Below are the proposed changes:

1. **Amendment 1:** [Description of Amendment 1]
2. **Amendment 2:** [Description of Amendment 2]
3. **Amendment 3:** [Description of Amendment 3]

We believe these amendments will enhance the mutual benefits of our agreement and align our goals more effectively. We request your review of the proposed amendments and look forward to your feedback.

Thank you for your attention to this matter. We hope to finalize these amendments at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]