

Request for Contract Amendment

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request an amendment to our existing contract for transport services, originally dated [Insert Original Contract Date].

Due to [insert reason for amendment, e.g., changes in service requirements, rates, or schedules], we would like to propose the following changes:

- [Specify the first proposed change]
- [Specify the second proposed change]
- [Include additional changes as necessary]

We believe these amendments will enhance our partnership and improve the efficiency of the services provided. I kindly ask for your consideration of these changes and would appreciate the opportunity to discuss this matter further.

Thank you for your attention to this request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]