

Contract Renewal Amendment

Date: _____

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

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Subject: Amendment to Contract Renewal

Dear [Recipient's Name],

We hope this message finds you well. We would like to propose the following amendments to the renewal of our existing contract dated [Original Contract Date]. These amendments are aimed at [briefly state the purpose of the amendments].

Proposed Amendments:

1. Amendment 1: [Description of the amendment]
2. Amendment 2: [Description of the amendment]
3. Amendment 3: [Description of the amendment]

Please review these amendments at your earliest convenience. We believe these changes will benefit both parties and continue to foster our positive working relationship.

We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]