

Service Terms Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an amendment to the service terms outlined in our current agreement dated [Insert Agreement Date].

Specifically, I would like to propose the following changes:

- [Detail the first amendment]
- [Detail the second amendment]
- [Detail any additional amendments]

I believe these amendments will benefit both parties and enhance our ongoing collaboration. I would appreciate your consideration of this request and hope we can discuss it further at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company, if applicable]