

# Trade Agreement Amendment Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Amendment to Trade Agreement Dated [Insert Original Date]

We are writing to propose an amendment to the Trade Agreement entered into on [Insert Original Date] between [Your Company Name] and [Recipient Company Name].

Specifically, we would like to amend the following sections:

- Section [Insert Section Number]: [Describe the amendment]
- Section [Insert Section Number]: [Describe the amendment]

We believe these changes will be mutually beneficial and enhance our ongoing collaboration. Please review the proposed amendments at your earliest convenience.

We appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]