

# Amendment Request for Outdoor Concert Booking

Sender's Name: [Your Name]

Sender's Address: [Your Address]

Sender's Email: [Your Email]

Sender's Phone: [Your Phone Number]

Date: [Current Date]

Recipient's Name: [Recipient's Name]

Recipient's Title: [Recipient's Title]

Company Name: [Company Name]

Company Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to our existing booking for the upcoming outdoor concert scheduled on [Original Date]. Due to [reason for amendment], we kindly ask to reschedule the event to [Proposed New Date] at the same venue.

We understand that this request may require adjustments and we are more than willing to cooperate and discuss any additional changes needed for this amendment.

Please let us know at your earliest convenience if the proposed new date is suitable or if we need to consider other options.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]