

# Business Agreement Revision Letter

[Your Company Letterhead]

Date: [Insert Date]

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

Dear [Recipient's Name],

Subject: Revision of Business Agreement

We hope this message finds you well. We are writing to discuss the revision of our existing business agreement dated [Insert Original Agreement Date]. After careful consideration and review, we believe that certain modifications would enhance our mutual cooperation and clarify our respective responsibilities.

Specifically, we propose the following changes:

- [Revision 1: Description of change]
- [Revision 2: Description of change]
- [Revision 3: Description of change]

We believe these changes will benefit both parties and are keen to hear your thoughts on this matter. Please let us know a convenient time for us to discuss this further.

Thank you for your understanding and cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]