

# Contract Modification Request

**Date:** [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to our existing contract dated [Insert Original Contract Date], reference number [Insert Contract Number].

Due to [briefly explain the reason for the request], I propose the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

I believe these changes will help us to better meet our mutual objectives and enhance the overall effectiveness of our partnership. I am open to discussing this matter at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]