

Partnership Contract Alteration Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Alteration of Partnership Agreement

I hope this message finds you well. I am writing to propose a modification to our existing partnership agreement dated [original agreement date]. After careful consideration, I believe it is necessary to alter the terms regarding [specific section or clause].

Proposed Alteration:
[Clearly outline the proposed changes in detail].

These changes aim to [explain the rationale behind the alterations]. I believe that by making these amendments, we can enhance our partnership and drive better results.

Please review the proposed alterations at your earliest convenience. I am open to discussing this further and would be more than willing to schedule a meeting to go over any concerns or suggestions you might have.

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

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]