

Petition for Contract Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally petition for a modification to our existing contract dated [Insert Date of Original Contract], under which we [briefly describe the contract's purpose].

Due to [insert reason for modification, e.g., unforeseen circumstances, changes in project scope, etc.], I believe it is necessary to consider re-evaluating specific terms of our agreement. Specifically, I would like to propose the following modifications:

- [Modification 1: Describe the change]
- [Modification 2: Describe the change]
- [Modification 3: Describe the change]

I believe that these changes will not only benefit our ongoing project but will also ensure the success of our partnership. I am open to discussing these modifications further and am happy to provide any additional information you may require.

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

Sincerely,

[Your Name]

[Your Position, if applicable]