

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request changes to my current employment agreement dated [insert date of agreement]. After careful consideration, I believe that these updates are necessary for [briefly explain reasons, e.g., aligning the agreement with my current role, industry standards, etc.].

The specific changes I would like to propose are as follows:

- [Change 1: describe the specific change and rationale]
- [Change 2: describe the specific change and rationale]
- [Change 3: describe the specific change and rationale]

I believe that these changes will benefit both myself and the company by [mention potential positive outcomes]. I would appreciate the opportunity to discuss this matter at your earliest convenience and explore how we can reach a mutually beneficial agreement.

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

Sincerely,

[Your Name]