

Utilities Services Contract Modification Letter

Date: [Insert Date]

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

[Recipient Name]
[Utility Service Provider Name]
[Provider Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Modification of Utilities Services Contract - Contract No. [Insert Contract Number]

I hope this letter finds you well. I am writing to formally request a modification to our existing utilities services contract dated [Insert Original Contract Date]. After reviewing our current needs and usage, I believe the following adjustments are necessary:

- Modification 1: [Describe the first modification]
- Modification 2: [Describe the second modification]
- Modification 3: [Describe the third modification]

I believe these changes will better reflect our current requirements and enhance the efficiency of services provided. I kindly ask you to review this request and provide your feedback by [Insert Response Date].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]