

Letter of Intent to Modify Existing Contractual Terms

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my intent to propose modifications to the existing contractual terms of the agreement dated [original contract date] between [your company name] and [recipient company name].

As we have discussed [or briefly outline circumstances necessitating the modification], I believe that adjustments to [specific terms you wish to modify] would be mutually beneficial.

Below are the proposed changes for your consideration:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

I am keen on maintaining a collaborative relationship and believe these modifications will help in achieving our mutual objectives more effectively. I look forward to your response and would welcome the opportunity to discuss this matter further.

Thank you for considering my request. Please feel free to contact me at your earliest convenience to arrange a meeting or to discuss this over the phone.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]