

Notification of Changes Needed in Business Contract

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of the proposed changes needed in our current business contract dated [Insert Contract Date]. Upon review, we believe that amendments are necessary to better reflect the objectives and expectations of both parties.

Specifically, we suggest the following changes:

- [Change #1 - Description]
- [Change #2 - Description]
- [Change #3 - Description]

We believe these modifications will enhance our partnership and ensure mutual benefit. We would appreciate your feedback and any concerns regarding these proposed changes. Please let us know a suitable time for a meeting to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]