

[Your Company Logo]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the proposed revisions to our existing business contract dated [Original Contract Date]. After careful consideration, we believe that certain modifications are necessary to better align with our current operational goals and the expectations of both parties.

We propose the following changes:

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

We would appreciate the opportunity to discuss these revisions further and come to a mutually beneficial agreement. Please feel free to reach out to us at your earliest convenience to schedule a meeting.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]