

# Proposal to Amend Current Business Agreement

Date: [Insert Date]

To:

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an amendment to our current business agreement dated [Insert Original Agreement Date]. After careful consideration, we believe that the following adjustments will better align with our evolving business objectives:

## Proposed Amendments:

- Amend Clause [X]: [Description of the amendment]
- Revise Payment Terms: [Details of proposed changes]
- Extend Contract Duration: [New terms]

We believe these changes will enhance our collaboration and ultimately contribute to our mutual success. Please let us know a suitable time for us to discuss this proposal further.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]