

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the recent changes made to our contract dated [original contract date]. I would like to understand the rationale behind these modifications, as they significantly impact our agreed terms and conditions.

Understanding the reasons for these changes will enable us to align our expectations and ensure that we continue to work effectively together. I would appreciate it if you could provide any documentation or clarification regarding the decision-making process.

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

Sincerely,

[Your Name]