

Partnership Agreement Modification

Date: [Insert Date]

From:

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

To:

[Partner Name]
[Partner Address]
[City, State, Zip Code]

Dear [Partner Name],

This letter serves as a formal request to modify the existing Partnership Agreement dated [Insert Original Agreement Date] between [Your Name] and [Partner Name]. The modifications are as follows:

- Modification 1: [Describe the first modification]
- Modification 2: [Describe the second modification]
- Modification 3: [Describe any additional modifications]

We believe these changes will better reflect our current business objectives and enhance our partnership. Please review the proposed modifications and provide your feedback by [Insert Feedback Deadline].

If you agree to the modifications, we can schedule a meeting to formalize these changes and update the agreement accordingly.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]