

Service Agreement Amendment Discussion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to discuss potential amendments to our existing service agreement dated [Insert Original Agreement Date]. Due to [insert reason for amendment], I believe it is necessary to revisit certain terms to ensure mutual understanding and continued collaboration.

I would like to propose a meeting to discuss the following amendments:

- [Proposed Amendment 1]
- [Proposed Amendment 2]
- [Proposed Amendment 3]

Please let me know your availability for a meeting at your earliest convenience. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]