

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the potential modification of our existing media agreement dated [Original Agreement Date].

We have encountered some changes that may necessitate adjustments to the terms outlined in our current agreement. Specifically, we would like to discuss the following aspects:

- Modification 1: [Brief description]
- Modification 2: [Brief description]
- Modification 3: [Brief description]

We believe that these adjustments will enhance our collaboration and ensure mutual benefits for both parties. Please let us know a convenient time for you to discuss this matter further.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]