

Media Obligations Modification Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Subject: Modification of Media Obligations

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to our existing media obligations as outlined in our previous agreement dated [Insert Original Agreement Date].

Due to [brief explanation of the reason for modification], we believe it is in our mutual interest to adjust the terms associated with our media obligations. Specifically, we propose the following changes:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

We believe these modifications will enhance our collaboration and better serve our mutual goals. We are keen to discuss this further and reach a mutually beneficial agreement.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]