

[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 formally propose a modification to our existing licensing agreement dated [Original Agreement Date]. After careful consideration of our current partnership and market conditions, I believe several changes will enhance our collaboration.

The proposed modifications include:

- Modification 1: [Detail the first proposed modification]
- Modification 2: [Detail the second proposed modification]
- Modification 3: [Detail the third proposed modification]

I believe these adjustments align with our mutual interests and strengthen our business relationship. I would appreciate the opportunity to discuss this proposal further and explore any additional suggestions you might have.

Please let me know a convenient time for us to have a detailed discussion. Thank you for considering this proposal, and I look forward to your response.

Warm regards,

[Your Name]
[Your Title]
[Your Company Name]