

# Trade Agreement Amendments Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request amendments to our existing trade agreement dated [Insert Original Agreement Date].

Upon reviewing the agreement, we have identified the following areas that require amendment:

- Amendment 1: [Brief Description]
- Amendment 2: [Brief Description]
- Amendment 3: [Brief Description]

We believe these amendments will benefit both parties and enhance our ongoing relationship. We are keen to discuss this at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]