

Letter of Amendment to Regional Cooperation Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Amendment to the Regional Cooperation Agreement

We hope this letter finds you well. We are writing to propose an amendment to the Regional Cooperation Agreement entered into on [Original Agreement Date], between [Your Organization] and [Recipient's Organization].

After a thorough review of our partnership and objectives, we believe it is necessary to update certain sections of the agreement to better reflect our current goals and collaborative strategies. The proposed amendments are as follows:

- Amendment 1: [Description of the first amendment]
- Amendment 2: [Description of the second amendment]
- Amendment 3: [Description of the third amendment]

We kindly ask you to review these proposed changes and provide your feedback by [Feedback Deadline]. Upon mutual agreement, we can proceed with formalizing these amendments as part of our ongoing commitment to our regional cooperation.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]