

Letter for Long-Term Contract Modification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the potential modification of our long-term contract (Contract ID: [Insert Contract ID]) dated [Insert Original Contract Date]. After careful consideration and evaluation of our current partnership, we believe that certain adjustments would enhance our mutual benefits.

We propose the following strategies for modification:

- **Adjustment in Pricing Structure:** [Details about proposed pricing changes]
- **Extension of Delivery Deadlines:** [Details about proposed timeline adjustments]
- **Inclusion of Additional Services:** [Details about new services to be added]
- **Revising Performance Metrics:** [Details about changes in performance evaluation]

We believe these modifications will better align our operational capabilities and enhance overall project outcomes. We are open to discussing these proposals in detail at your earliest convenience.

Thank you for considering our suggestions. Please let us know how you'd like to proceed.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]