

# Event Agreement Modification Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to our existing event agreement dated [Insert Agreement Date] regarding [Name of Event].

Due to [brief explanation of the reason for modification, e.g., unforeseen circumstances, changes in requirements], we would like to propose the following adjustments:

- Modification 1: [Detail of the modification]
- Modification 2: [Detail of the modification]
- Modification 3: [Detail of the modification]

We believe that these modifications will help ensure the success of the event and are in line with both our goals. We greatly appreciate your understanding and flexibility in this matter.

Please let us know a convenient time for you to discuss this further. We are looking forward to your positive response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]