

Design Alteration Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to propose a series of design alterations to [Project Name]. After careful consideration and review, we believe that these modifications will enhance the overall functionality and aesthetic appeal of the project.

Proposed Alterations:

- Alteration 1: [Description]
- Alteration 2: [Description]
- Alteration 3: [Description]

We anticipate that these changes will not only improve the end-user experience but also align more closely with the project goals we have established.

We would appreciate the opportunity to discuss this proposal in further detail and answer any questions you may have. Please let us know a convenient time for you to meet.

Thank you for considering our proposal. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]