

Inquiry for Altering Contract Conditions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of altering certain conditions in our existing contract dated [Insert Contract Date] referenced as [Insert Contract Reference Number].

After reviewing the current terms, I believe that modifications in [specify areas for alteration] would greatly enhance our collaboration and overall outcomes.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know a suitable time for us to meet or have a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]