

Letter of Justification for Contract Modification

Date: [Insert Date]

From: [Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Justification for Modification of Contract [Contract Number]

Dear [Recipient's Name],

I am writing to formally request a modification to the existing contract between our companies, [Current Contract Title]. Due to [Briefly explain the reason for modification, e.g., changes in

project scope, budget alterations, etc.], we believe it is necessary to adjust the terms outlined in our current agreement.

Specifically, we propose the following modifications:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

We have carefully considered the implications of these changes and are confident that they will benefit both parties by [Explain potential benefits, such as improved efficiency, cost savings, or enhanced collaboration].

We appreciate your attention to this matter and are looking forward to discussing this proposal further. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]