

Proposal to Amend Existing Contract

Date: [Insert Date]

[Your Name]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose amendments to the existing contract dated [Insert Original Contract Date] between [Your Company] and [Recipient's Company]. After careful review, we believe certain modifications would be beneficial for both parties.

We would like to propose the following amendments:

- Amendment 1: [Detail the amendment]
- Amendment 2: [Detail the amendment]
- Amendment 3: [Detail the amendment]

We believe these changes will enhance our collaboration and ensure the continued success of our partnership. Please consider this proposal, and I would be happy to discuss it further at your convenience.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]