

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to our existing contract dated [Contract Start Date], reference number [Contract Number].

Due to [reason for modification: e.g., changing project scope, unforeseen circumstances, etc.], we believe that adjustments are necessary to ensure the successful continuation of our collaboration. Specifically, we propose the following modifications: [List proposed changes].

I would appreciate the opportunity to discuss this request with you at your earliest convenience. Please let me know a suitable time for a meeting, or feel free to reach out via email or phone.

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

Sincerely,  
[Your Name]  
[Your Position]