

# Employment Contract Amendment Request

To: [Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an amendment to my employment contract dated [original contract date].

The specific changes I would like to propose are as follows:

- [Specify amendment 1]
- [Specify amendment 2]
- [Specify amendment 3]

I believe that these adjustments will not only benefit my role but also enhance my contributions to [Company Name]. I am happy to discuss this matter further at your earliest convenience.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]