

Request for Employment Contract Changes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review and modification of my current employment contract dated [insert original contract date]. After careful consideration, I believe that certain terms would benefit from revision to better align with my current role and contributions to the company.

Specifically, I would like to address the following points:

- [Specify the first change needed]
- [Specify the second change needed]
- [Specify any additional changes needed]

I am confident that these adjustments will enhance my ability to contribute effectively to our team's goals. I appreciate your consideration of my request and would be grateful if we could schedule a meeting to discuss this matter further.

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

Sincerely,

[Your Name]