

Letter of Amendment Proposal

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

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

Dear [Recipient's Name],

I am writing to formally address the breach of the service delivery contract between [Your Company Name] and [Recipient's Company Name] dated [Contract Date]. As stipulated in our agreement, we encountered several issues that hindered the expected performance and delivery of services.

To resolve this matter amicably and ensure a continued business relationship, we propose the following amendments:

- Adjustment of service delivery timelines.
- Improved communication protocols between both parties.
- Additional training for staff involved in service delivery.

We believe these amendments will significantly enhance the quality of service and meet our mutual expectations. We request a meeting to discuss this proposal further at your earliest convenience.

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

Sincerely,

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