

Letter of Alteration to Legal Strategies

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Firm/Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Firm/Company Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of some necessary alterations to our current legal strategies regarding [Case Name/Subject Matter]. After careful consideration and review, we believe that implementing the following changes will better align with our objectives:

- Change 1: [Description of the first alteration]
- Change 2: [Description of the second alteration]
- Change 3: [Description of the third alteration]

We believe these adjustments will enhance our position and increase the likelihood of a favorable outcome. Please review these changes and let me know your thoughts at your earliest convenience.

Thank you for your attention to this matter. I look forward to discussing this with you soon.

Sincerely,

[Your Name]
[Your Title]