

# Letter Template for Licensing Agreement Amendment Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an amendment to our existing licensing agreement dated [original agreement date], regarding [briefly describe the subject of the agreement].

In light of [reason for the request - e.g., market changes, new opportunities, etc.], we would like to request additional rights to [specify the additional rights being requested]. We believe that these amendments will benefit both parties by [explain how it will benefit both parties].

We appreciate your consideration of this request and look forward to discussing it with you at your earliest convenience. Please let us know if you need any further information or documentation to assist in your review.

Thank you for your attention to this matter. We look forward to your prompt reply.

Sincerely,

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