

Software Licensing Agreement Amendment Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request amendments to the Software Licensing Agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient Company Name].

After careful review, we have identified the following areas where adjustments are necessary:

- [Specify Amendment 1]
- [Specify Amendment 2]
- [Specify Amendment 3]

We believe these amendments are vital for ensuring that the agreement meets the needs of both parties effectively. We propose to discuss these changes at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]