

Partnership Agreement Amendment Request

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

[Partner's Name]
[Partner's Title/Position]
[Partner's Company Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I am writing to formally request an amendment to our current partnership agreement dated [Insert Original Agreement Date]. After careful consideration and discussion among our team, we believe that certain adjustments are necessary to better align with our evolving business objectives.

The specific amendments we propose are as follows:

- [Proposed Amendment 1]
- [Proposed Amendment 2]
- [Proposed Amendment 3]

We believe these changes will not only improve our partnership but also enhance our mutual success. I would appreciate the opportunity to discuss this request further at your earliest convenience. Please let me know a suitable time for us to meet or have a call.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]
[Your Company Name]