

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Partner's Name]

[Partner's Company Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally request a revision to our existing partnership agreement dated [Insert Date of Original Agreement]. Upon reviewing the terms, I believe that certain aspects could be improved to better reflect our current objectives.

Specifically, I would like to discuss the following points:

- [Point 1: Description of the proposed change]
- [Point 2: Description of the proposed change]
- [Point 3: Description of the proposed change]

I believe these revisions could enhance our collaboration and align our goals moving forward. I would appreciate the opportunity to discuss this matter at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]