

Partnership Contract Alteration Notice

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We are writing to formally notify you of proposed alterations to our existing partnership contract dated [Insert Original Contract Date]. The amendments aim to [briefly state the purpose of the alterations].

Details of the proposed alterations are as follows:

- Alteration 1: [Describe alteration]
- Alteration 2: [Describe alteration]
- Alteration 3: [Describe alteration]

We believe these changes will enhance our partnership and align with our mutual goals. Please review the proposed alterations and respond by [Insert Response Deadline].

If you have any questions or require further discussion, do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]