

Employment Agreement Modification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a modification to my current employment agreement dated [original agreement date]. Due to [brief explanation of reason for modification request], I believe that the following modifications would be beneficial for both parties:

- [Modification 1 - Description]
- [Modification 2 - Description]
- [Modification 3 - Description]

I value my position at [Company's Name] and am committed to contributing to our team's success. I believe these modifications would enhance my ability to perform effectively.

Thank you for considering my request. I am looking forward to your response and hope to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]