

Contract Amendment Proposal

Date: [Insert Date]

[Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Proposal for Amendment to Contract No. [Contract Number]

We are writing to propose an amendment to our current contract dated [Original Contract Date]. Due to [reason for amendment, e.g., changes in project scope, budget adjustments, etc.], we suggest the following changes:

1. [Detail the first amendment, e.g., Project timeline extension]
2. [Detail the second amendment, e.g., Adjusted project budget]
3. [Detail any additional amendments]

We believe these amendments are necessary to ensure the successful completion of the project and to meet both parties' expectations.

Please review this proposal and let us know your thoughts. We are open to discussing this at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]