

# Letter of Modification to Buy-Sell Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

This letter serves as a formal request to modify certain terms of our existing Buy-Sell Agreement dated [Insert Original Agreement Date]. The modifications proposed are as follows:

1. **Modification 1:** [Describe the modification detail]
2. **Modification 2:** [Describe the modification detail]
3. **Modification 3:** [Describe the modification detail]

We believe these changes will be mutually beneficial and in the best interest of both parties. We kindly ask you to review these modifications and provide your agreement or any suggestions by [Insert Response Date].

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

Sincerely,

[Your Name]