

Media Rights Agreement Alteration

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to propose an alteration to the existing Media Rights Agreement dated [Insert Original Agreement Date] between [Your Company Name] and [Recipient's Company Name].

Our proposal is to amend the following clauses:

- **Clause [X]:** [Describe the original wording and the proposed alteration]
- **Clause [Y]:** [Describe the original wording and the proposed alteration]

We believe these changes will benefit both parties and enhance our collaboration. Please review the proposed alterations and let us know your thoughts at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]