

Media Rights Agreement Change Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Subject: Request for Change in Media Rights Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to the existing media rights agreement dated [insert original contract date] between [Your Company Name] and [Recipient's Company Name].

The following amendments are proposed:

- Change 1: [Describe the first change]
- Change 2: [Describe the second change]
- Change 3: [Describe the third change]

The rationale behind these changes is [insert reason for changes]. We believe these amendments will significantly benefit both parties.

I appreciate your consideration of this request and look forward to your prompt response. Please feel free to reach out if you have any questions or require further discussion.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]