

[Your Name]

[Your Title]

[Your Company/Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. As part of our ongoing collaboration, we would like to propose revisions to the existing Media Rights Agreement dated [Original Agreement Date].

After careful consideration, we have identified several key areas that we believe require amendments, specifically:

- [Revision 1: Description]
- [Revision 2: Description]
- [Revision 3: Description]

We believe these changes will enhance our mutual interests and facilitate a more effective partnership. We are more than willing to discuss these proposed revisions at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]