

# Project Collaboration Agreement Amendment

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**To:** [Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to propose an amendment to the Project Collaboration Agreement dated [Original Agreement Date] regarding [Project Title]. Due to [reason for amendment], we believe it is necessary to modify the original terms.

The proposed changes are as follows:

- [Amendment 1]
- [Amendment 2]
- [Amendment 3]

We believe that these adjustments will enhance the collaboration between our organizations and facilitate the successful completion of the project.

Please review the proposed amendments and let us know your thoughts. We are open to any discussions needed to finalize this amendment.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]