

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Modification of Project Collaboration Agreement

I hope this message finds you well. I am writing to propose a modification to our existing Project Collaboration Agreement dated [Insert Original Agreement Date].

In light of [insert reason for modification], we would like to suggest the following changes:

- [Detail the first proposed modification]
- [Detail the second proposed modification]
- [Detail any additional modifications]

We believe these modifications will enhance our collaborative efforts and lead to a more effective partnership. Please let us know your thoughts on these proposed changes at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]
[Your Email]
[Your Phone Number]