

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Modification of Licensing Agreement Terms

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification of the terms outlined in our existing licensing agreement dated [insert date of agreement].

Due to [briefly explain the reason for modification, e.g., changes in market conditions, business requirements, etc.], I believe that adjusting certain terms would be mutually beneficial for both parties.

Specifically, I would like to propose the following modifications:

- [Proposed Modification 1]
- [Proposed Modification 2]
- [Proposed Modification 3]

I am confident that these changes will enhance our partnership and allow us both to achieve our respective goals more effectively.

I would appreciate the opportunity to discuss this matter further and explore potential adjustments. Please let me know a convenient time for you to meet or if you prefer to address this via email.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]