

Amendment to Trade Agreement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to propose an amendment to the existing Trade Agreement dated [Original Agreement Date] between [Your Company] and [Recipient Company].

The following amendments are proposed:

- **Amendment 1:** [Description of Amendment 1]
- **Amendment 2:** [Description of Amendment 2]
- **Amendment 3:** [Description of Amendment 3]

We believe that these adjustments will enhance our mutual benefits and improve our cooperation.

We kindly request your review of these changes and your confirmation to proceed with the amendments. Please feel free to contact us for any discussions or clarifications.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]