

# Freelance Agreement Modification Request

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to our existing freelance agreement dated [Insert Original Agreement Date]. Due to [brief explanation of the reason for modification], I believe it is necessary to make the following changes:

- [Modification 1: Describe the change]
- [Modification 2: Describe the change]
- [Modification 3: Describe the change]

I believe these modifications will enhance our collaboration and ensure we meet our mutual goals effectively. I am open to discussing this further at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]