

Letter of Alteration in Advertising Deal Provisions

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose alterations to the provisions outlined in our existing advertising deal dated [Insert Original Contract Date].

Following our recent discussions and considering the evolving needs of both our companies, we believe the following modifications would benefit our partnership:

- **Alteration 1:** [Description of the first alteration]
- **Alteration 2:** [Description of the second alteration]
- **Alteration 3:** [Description of the third alteration]

We are confident that these changes will enhance our collaboration and ensure mutual satisfaction. We would appreciate your review of these proposed alterations and look forward to your feedback.

Thank you for your attention to this matter. Please do not hesitate to reach out if you have any questions or require further clarification.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]