

# Agency Agreement Revision Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision to our existing agency agreement dated [Insert Original Agreement Date]. After careful review, I believe that certain modifications are necessary to better align with our current objectives.

Specifically, I would like to discuss the following areas for revision:

- [Outline Specific Section 1]
- [Outline Specific Section 2]
- [Outline Specific Section 3]

I believe these changes will enhance our partnership and drive better results for both parties. I am open to discussing this matter at your earliest convenience.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]