

# Request for Amendment of Anniversary Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the anniversary of our contract dated [insert original contract date], I am writing to formally request an amendment to certain terms of our agreement.

Specifically, I propose the following amendments:

1. [Detail the first amendment]
2. [Detail the second amendment]
3. [Detail any additional amendments if necessary]

I believe these changes will reflect our current needs more accurately and enhance our ongoing collaboration. I am keen to discuss this matter further and am open to any suggestions you may have regarding the proposed changes.

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

Sincerely,

[Your Name]

[Your Position, if applicable]