

Alteration Notice for Digital Publishing Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my intent to request alterations to our existing digital publishing contract dated [Insert Contract Date].

The details of the proposed alterations are as follows:

- Change 1: [Description of Change 1]
- Change 2: [Description of Change 2]
- Change 3: [Description of Change 3]

I believe these adjustments will better reflect our goals and enhance the overall collaboration. I kindly ask you to review these proposed changes and share your feedback at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]