

# Letter of Terms Modification for Electronic Content Partnership

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally propose modifications to the terms of our electronic content partnership as specified in our agreement dated [original agreement date]. After careful review and consideration, we believe these changes will enhance our mutual collaboration and better serve our goals.

## Proposed Modifications

- Modification 1: [Description of term modification]
- Modification 2: [Description of term modification]
- Modification 3: [Description of term modification]

We kindly request your feedback on the proposed modifications by [response deadline date]. Our aim is to ensure that both parties are aligned and agree on the revised terms to foster a successful partnership moving forward.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]