

Contract Amendment Proposal

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Proposal for Amendment to Contract No. [Contract Number]

I hope this message finds you well. I am writing to propose an amendment to our existing contract dated [Original Contract Date] between [Your Company Name] and [Recipient Company Name].

As we have discussed, the circumstances surrounding [briefly explain the reason for the amendment] necessitate a modification to the terms outlined in the original agreement. We believe these changes will better reflect our mutual objectives and enhance our working relationship.

Proposed Amendments:

- [Amendment 1 Description]
- [Amendment 2 Description]
- [Amendment 3 Description]

We would appreciate the opportunity to discuss these proposed amendments further and look forward to your feedback. Please let us know a convenient time for you to meet or if you would prefer to discuss this over a call.

Thank you for considering this proposal. We are eager to continue our collaboration and achieve our shared goals.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email]

[Your Phone Number]