

Contract Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 request a modification to our existing contract dated [Insert Contract Date] regarding [briefly describe the subject of the contract].

The proposed modifications include the following:

- [Modification 1]
- [Modification 2]
- [Modification 3]

These changes are necessary due to [insert reason for modification]. I believe these modifications will result in [explain expected outcome].

I would appreciate your consideration of this request and would be happy to discuss it further at your convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]