

Letter of Appeal for Contract Amendment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amendment to our existing contract dated [Insert Contract Date] regarding [Briefly Describe the Subject of the Contract]. Due to [brief explanation of circumstances leading to the request], I believe it is in both parties' best interests to revise specific terms of our agreement.

Specifically, I propose the following changes:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

I believe these amendments will [explain how changes will benefit both parties]. I appreciate your consideration of this request and would like to discuss it further at your earliest convenience.

Thank you for your time and attention. I look forward to your favorable response.

Sincerely,
[Your Name]