

# Letter of Inquiry for Contract Changes

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 hope this message finds you well. I am writing to inquire about the potential changes to our existing contract dated [Insert Contract Date]. Due to [brief reason for inquiry, e.g., changes in project scope, budget adjustments], I would like to discuss possible modifications that could better align with our current needs.

Specifically, I would like to address the following points:

1. [Point One]
2. [Point Two]
3. [Point Three]

I appreciate your attention to this matter and look forward to your response. Please let me know a convenient time for us to discuss this further.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company Name]