

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Contract Modification**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to the existing contract dated [Insert contract date], between [Your Company/Your Name] and [Recipient Company/Recipient Name].

Due to [briefly explain reason for modification, e.g., changes in project scope, unforeseen circumstances, etc.], we believe that a modification to the contract terms is necessary to align our mutual expectations and ensure the successful completion of the project.

Specifically, we would like to propose the following changes:

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

We believe that these modifications will help both parties in achieving the desired outcomes. We are committed to maintaining open lines of communication and collaborating effectively as we move forward.

Thank you for considering this request. We appreciate your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]