

# Contract Alteration Submission Letter

[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]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit a request for the alteration of the existing contract dated [original contract date], between [your company name] and [recipient's company name].

The specific alterations I would like to propose are as follows:

- [Alteration 1]
- [Alteration 2]
- [Alteration 3]

I believe these changes will benefit both parties and enhance the overall agreement. I am open to discussing these proposed alterations at your earliest convenience.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]