

Letter of Alteration of Contractual Terms

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Alteration of Contractual Terms - [Project Name]

Dear [Recipient's Name],

We are writing to propose alterations to the contractual terms outlined in the agreement dated [Insert Original Contract Date] for the construction project "[Project Name]." After careful consideration, we believe that the following adjustments are necessary to ensure the project's success:

- **Term 1:** [Description of the alteration]
- **Term 2:** [Description of the alteration]
- **Term 3:** [Description of the alteration]

We believe these changes will positively impact the progress and outcomes of the project. We request your acknowledgment and acceptance of the proposed alterations by [Insert Acceptance Deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]