

Service Contract Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a formal request for modification of our existing service contract dated [original contract date].

Due to [reason for modification], we propose the following changes to the contract:

- Modification 1: [Details of the modification]
- Modification 2: [Details of the modification]
- Modification 3: [Details of the modification]

We believe these changes will benefit both parties and facilitate a smoother service experience. Please review the proposed modifications and let us know your thoughts.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]