

# Proposal for Contractual Amendment

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[Your Email]  
[Your Phone Number]

**To:** [Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]

Dear [Recipient Name],

**Subject:** Proposal for Contractual Amendment Regarding [Brief Description of the Issue]

We are writing to formally propose an amendment to our existing contract dated [Contract Date], regarding our project titled [Project Name]. This proposal arises from our ongoing discussions surrounding [briefly describe the dispute or issue].

As per our recent communications, we believe that the following amendments will serve as a viable resolution:

- Amendment 1: [Description of amendment]
- Amendment 2: [Description of amendment]
- Amendment 3: [Description of amendment]

We suggest a meeting to further discuss this proposal at your earliest convenience. Our goal is to reach a mutual agreement that addresses the concerns of both parties and ensures the successful completion of the project.

Thank you for considering our proposal. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]