

# Request for Contractor Modifications

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Request for Modifications to Contract

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request modifications to our existing contract dated [Insert Contract Date] pertaining to [Project Name/Details].

The proposed modifications are as follows:

- [Modification 1: Brief description]
- [Modification 2: Brief description]
- [Modification 3: Brief description]

These changes are necessary due to [reason for modifications]. I believe that these adjustments will help in accomplishing our project's goals more effectively.

Please review these proposed changes and let me know your thoughts at your earliest convenience. I am open to discussing this matter further if needed.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]