

Contract Price Amendment Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to formally propose an amendment to the contract price outlined in our existing agreement dated [Insert Contract Date].

Due to [reason for the amendment, e.g., changes in materials costs, unforeseen circumstances, etc.], we believe it is necessary to adjust the contract price to ensure the successful completion of the project. We propose a new contract price of [insert new price].

We appreciate your understanding and consideration of this proposal. We are confident that this adjustment will enable us to maintain the quality and standards you expect from us.

We would be happy to discuss this matter further at your earliest convenience. Please feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email]