

# Letter of Agreement Alteration

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Partner's Name]  
[Partner's Position]  
[Partner's Company Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally propose an alteration to our existing partnership agreement dated [Original Agreement Date]. After careful consideration, we believe that modifying certain terms would be beneficial for both parties.

The specific terms we propose to alter are as follows:

- **Original Term:** [Original Term Description]
- **Proposed Alteration:** [Proposed Alteration Description]

We believe that these changes will enhance our collaboration and address our evolving business needs. Please review the proposed alterations and let me know your thoughts at your earliest convenience.

If you agree with the proposed changes, we can proceed to draft an amended agreement reflecting these alterations. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

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