

# Partnership Agreement Amendment Request

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an amendment to our existing Partnership Agreement dated [Insert Original Agreement Date]. As we continue to grow and adapt within our respective markets, we believe that certain aspects of our agreement would benefit from revision.

Specifically, we propose the following amendments:

- [Amendment 1 Description]
- [Amendment 2 Description]
- [Amendment 3 Description]

We believe that these changes will enhance our partnership and better align our objectives. Please let us know your thoughts regarding this request, and if possible, we would appreciate the opportunity to discuss this in more detail at your earliest convenience.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization Name]