

Amendment Proposal Letter

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient Name],

We are writing to formally propose an amendment to our construction contract dated [Insert Original Contract Date] concerning [Project Name/Description]. After careful review and consideration, we believe that certain adjustments are necessary to proceed effectively.

Proposed Amendments:

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

We believe these amendments will enhance the quality and efficiency of the project. We are open to discussing this proposal further at your earliest convenience. Please let us know a suitable time for a meeting.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]