

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request amendments to the existing contract dated [insert contract date], between [Your Company Name] and [Recipient's Company Name]. Following our recent discussions, I believe that certain modifications are necessary to better reflect our current needs and objectives.

Specifically, I would like to propose the following amendments:

- [Specify amendment 1]
- [Specify amendment 2]
- [Specify amendment 3]

These changes are intended to [briefly explain the purpose of the changes, e.g., improve service delivery, adjust timelines, accommodate new requirements, etc.]. I believe that these amendments will foster a more productive collaboration moving forward.

Please let me know a convenient time for us to discuss this request further, and feel free to reach out if you need any additional information. I look forward to your prompt response.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]