

[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],

Subject: Alterations to Contract Provisions

I hope this message finds you well. I am writing to formally propose alterations to the provisions set forth in our existing contract dated [Contract Date].

Outlined below are the proposed amendments:

- **Provision 1:** [Details of the alteration]
- **Provision 2:** [Details of the alteration]
- **Provision 3:** [Details of the alteration]

These amendments are intended to ensure [Reason for Amendments]. I believe that these adjustments will benefit both parties involved.

Kindly review the proposed changes at your earliest convenience. I am looking forward to your feedback and would be happy to discuss this further.

Thank you for your attention to this matter.

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