

Contract Amendment Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert 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 contract dated [Insert Original Contract Date], referenced as [Insert Contract Reference Number].

Following our discussions, we would like to propose the following changes to better align the contract with our current needs:

- [Insert Proposed Change 1]
- [Insert Proposed Change 2]
- [Insert Proposed Change 3]

We believe these amendments will benefit both parties and are looking forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]