

Contract Modification Proposal

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Modification of Contract [Contract Number/Title]

I hope this message finds you well. I am writing to propose a modification to our existing contract dated [Original Contract Date]. Due to [brief explanation of reasons for modification], I believe it is necessary to adjust the terms of our agreement.

Specifically, I would like to propose the following modifications:

- Modification 1: [Details of first modification]
- Modification 2: [Details of second modification]
- Modification 3: [Details of third modification]

I believe these changes will benefit both parties by [insert benefits of the proposed modifications]. If you are open to discussing this proposal, I would appreciate the opportunity to meet and review the details further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]