

Letter of Revised Contract Conditions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. In reference to our ongoing agreement dated [Original Contract Date], I am writing to formally propose some revised conditions as discussed.

Revised Conditions:

1. Condition 1: [Detail of condition]
2. Condition 2: [Detail of condition]
3. Condition 3: [Detail of condition]

Please review the proposed changes and let me know if they are acceptable. I am open to further discussion and hope to come to a mutual agreement soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]