

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Title or Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

## **Subject: Suggestion for Modification of Agreement**

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss an important matter regarding our current agreement dated [Insert Agreement Date].

After reviewing the terms outlined in the agreement, I would like to propose the following modifications:

- [Modification Suggestion 1]
- [Modification Suggestion 2]
- [Modification Suggestion 3]

I believe these modifications will enhance our collaboration and make our agreement more mutually beneficial. I would appreciate the opportunity to discuss this further and hope to reach a favorable resolution.

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

Sincerely,

[Your Name]