

Contract Alteration Recommendation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to recommend alterations to our current contract, [Contract Name/Number], dated [Original Contract Date]. After careful consideration, I believe that the following modifications will better serve both parties:

1. Modification 1: [Describe the alteration and its rationale]
2. Modification 2: [Describe the alteration and its rationale]
3. Modification 3: [Describe the alteration and its rationale]

I believe these changes will enhance our working relationship and ensure mutual benefits going forward. I look forward to discussing this matter further and am happy to provide any additional information you may require.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]