

Letter of Formal Contract Amendment Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to the contract dated [Insert Contract Date] between [Your Company/Name] and [Recipient's Company/Name].

Due to [briefly explain the reason for the amendment, e.g., changes in scope, timelines, or resources], I believe it is necessary to adjust the following terms: [Specify the terms that need to be amended].

I appreciate your attention to this matter and look forward to discussing the proposed changes at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]