

Modification Request for Existing Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification to our existing contract dated [Insert Contract Date], which is currently in effect between [Your Company Name] and [Recipient's Company Name].

The purpose of this modification is to [Briefly describe the reason for the modification, e.g., change in scope, timeline adjustments, etc.].

We believe that these changes will [Explain how the modifications will benefit both parties]. Enclosed, please find the proposed modifications for your review.

Thank you for considering this request. I would appreciate the opportunity to discuss it further and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]