

# Letter of Proposed Changes to Contract Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose some changes to the existing contract dated [insert contract date] between [Your Company Name] and [Recipient's Company Name].

The proposed changes are as follows:

- **Change 1:** [Describe the change and details]
- **Change 2:** [Describe the change and details]
- **Change 3:** [Describe the change and details]

I believe these changes will enhance our collaboration and better align our mutual interests. I would appreciate your review and feedback on the proposed amendments.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or require further clarification.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]