

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

## **Subject: Request for Contract Amendment Proposal**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to our existing contract dated [original contract date] regarding [brief description of the contract's purpose].

Due to [reason for amendment, e.g., changes in circumstances, new requirements, etc.], it has become necessary to amend the current agreement. I would appreciate the opportunity to discuss the potential modifications that could enhance our collaboration.

Please let me know a convenient time for you to discuss this matter further. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]