

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Contract Modification Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a modification to our existing contract dated [Insert Original Contract Date] in order to better align our objectives and goals.

As we continue to progress towards our mutual goals, it has become evident that certain adjustments are necessary to enhance our collaboration. I believe that these modifications will not only improve our current workflow but also foster a more effective partnership.

The specific modifications I propose are as follows:

- [Modification 1]
- [Modification 2]
- [Modification 3]

I would appreciate your consideration of this request and am open to discussing the proposed changes at your earliest convenience. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]