

# Business Contract Reformation

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally propose a reformation of our existing business contract dated [original contract date] between [Your Company Name] and [Recipient Company Name]. Due to [reason for reformation], we believe it is in both parties' best interests to amend the following sections:

- Section 1: [Describe changes]
- Section 2: [Describe changes]
- Section 3: [Describe changes]

We kindly ask you to review these proposed changes and confirm your acceptance or suggest alternative amendments at your earliest convenience. Our goal is to ensure that our agreement continues to reflect our mutual interests and objectives.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]