

Agreement Modification Approval Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for modifications to our existing agreement dated [insert original agreement date], regarding [insert brief description of the agreement].

The proposed modifications are as follows:

- [Modification 1: Description]
- [Modification 2: Description]
- [Modification 3: Description]

These changes are necessary due to [insert reason for modification]. We believe that these modifications will enhance our collaboration and align with our mutual goals.

Please review the proposed changes at your earliest convenience. Should you have any queries or require further discussion, do not hesitate to reach out. We appreciate your consideration of this request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]