

# Authorization Request for Contract Updates

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request authorization for updates to the contract dated [Insert Contract Date], between [Your Company Name] and [Recipient's Company Name]. Due to [briefly explain the reason for the updates, e.g., changes in scope, new regulations, etc.], it has become necessary to revise certain terms to ensure our mutual interests are preserved.

The proposed updates include:

- [Description of Update 1]
- [Description of Update 2]
- [Description of Update 3]

We believe these changes will benefit both parties and contribute to the overall success of our partnership. Please review the proposed updates at your earliest convenience. I would be happy to discuss this matter further if needed.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]