

Clearance Request for Contract Modification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request clearance for a modification to our existing contract dated [Insert Contract Date], with contract number [Insert Contract Number].

The proposed modification includes [briefly describe the changes being requested, e.g., scope, pricing, timeline], and is necessary due to [reason for modification].

We believe these changes will enhance our collaboration and ensure project success. Please find enclosed the detailed proposal supporting this request.

We kindly ask for your prompt review and approval of this request. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]