

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your approval for an amendment to the existing contract titled "[Contract Title]" dated [Original Contract Date].

Due to [brief explanation of reasons for amendment, e.g., changes in project scope, pricing adjustments], we propose the following amendments to the contract:

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

We believe these amendments will improve [brief explanation of benefits of amendments]. We kindly ask you to review the proposed changes and provide your approval at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]