

# Formal Petition for Contract Change Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Petition for Acceptance of Contract Change

I am writing to formally request the acceptance of changes to the existing contract between [Your Company/Organization Name] and [Recipient's Company/Organization Name], dated [Original Contract Date]. Due to [reason for request], we believe that the proposed changes are essential for [explain benefits or necessity].

The specific changes proposed are as follows:

- [Change 1]
- [Change 2]
- [Change 3]

We are confident that these adjustments will [explain positive impact of changes]. I kindly request your prompt attention to this matter and would appreciate an opportunity to discuss this further. Please feel free to contact me at your earliest convenience.

Thank you for considering this petition. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]