

Request for Endorsement of Contract Revision

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your endorsement for the proposed revision to our existing contract dated [Insert Original Contract Date]. After thorough evaluation, we believe that these revisions will enhance our collaboration and improve project outcomes.

The key updates to the contract include:

- [Briefly describe the first key change]
- [Briefly describe the second key change]
- [Briefly describe any additional changes]

We would appreciate your review of the attached revised contract and look forward to your endorsement to proceed further. Please let us know if you require any additional information or a discussion to clarify the changes.

Thank you for considering this request. We value your partnership and are eager to continue our successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]