

Submission for Altered Contract Approval

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company Name]

Address: [Recipient's Company Address]

Dear [Recipient's Name],

I am writing to formally submit the altered version of the contract titled "[Contract Title]" for your approval. The modifications have been made to better align with our current project requirements and objectives.

Please find attached the revised contract document, which includes the following changes:

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

We believe that these amendments will enhance our collaboration and facilitate the successful execution of our mutual goals. We appreciate your prompt attention to this matter and look forward to your approval.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]