

# Contract Amendment Proposal

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Proposal for Amendment to Contract [Contract Number]

I hope this message finds you well. I am writing to propose an amendment to our existing contract dated [Original Contract Date] regarding [Brief Description of the Contract].

The proposed changes are as follows:

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

I believe these amendments will [Brief Reason for Amendments]. I am open to discussing this proposal at your earliest convenience and hope to reach a mutually beneficial agreement.

Thank you for considering this amendment proposal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]