

Letter of Inquiry for Modification of Obligation Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of modifying the terms of the obligations outlined in our existing agreement dated [Insert Agreement Date].

Due to [briefly explain reason for inquiry], I believe that adjusting the terms would be beneficial for both parties involved.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know a time that works for you, or if you require any additional information from my side.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]