

# Request for Amendment to Contract

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an amendment to the existing contract dated [insert contract date], between [Your Company Name] and [Recipient's Company Name].

The specific changes I am proposing are as follows:

- [Specify the first amendment]
- [Specify the second amendment]
- [Add additional amendments as necessary]

I believe these changes are necessary due to [briefly explain the reason for the amendments]. I am confident that these amendments will benefit both parties and help us achieve our mutual goals.

Please let me know a suitable time for us to discuss this matter further. I look forward to your prompt response.

Thank you for considering this request.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]