

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to the milestones outlined in our contract dated [Contract Date] regarding [Project Name/Description]. Due to [reason for amendment, e.g., unforeseen circumstances, changes in project scope, etc.], we find it necessary to adjust the current milestones.

The proposed changes are as follows:

- **Original Milestone:** [Original Milestone Description] - **New Proposed Milestone:** [New Milestone Description] - **Completion Date:** [New Completion Date]
- **Original Milestone:** [Original Milestone Description] - **New Proposed Milestone:** [New Milestone Description] - **Completion Date:** [New Completion Date]

We believe that these adjustments will contribute to the overall success of the project and ensure that all parties involved are aligned with the new expectations. We appreciate your consideration and would be happy to discuss this matter at your earliest convenience.

Thank you for your attention to this request. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further details.

Sincerely,

[Your Name]
[Your Position]