

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request amendments to my offer letter dated [Date of Offer Letter] for the position of [Job Title] at [Company's Name].

Upon reviewing the offer letter, I would like to discuss the following items for clarification or modification:

- [Specific amendment 1]
- [Specific amendment 2]
- [Specific amendment 3]

I believe that these adjustments will not only clarify my role but also align with my career objectives and expectations. I am very excited about the opportunity to join [Company's Name] and contribute to the team.

Please let me know a convenient time for us to discuss this matter further. Thank you for your attention to my request.

Sincerely,

[Your Name]