

Business Proposal Modification Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to our recently submitted business proposal titled "[Proposal Title]." We have reviewed the proposal and believe that certain adjustments would enhance the clarity and effectiveness of our offering.

Specifically, we would like to propose the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

We believe that these changes will align better with your expectations and further illustrate our commitment to meeting your needs. We are open to discussing these modifications at your earliest convenience and look forward to your feedback.

Thank you for considering our request. We appreciate your time and attention to this matter.

Sincerely,

[Your Name]

[Your Position]