

Request for Amendments to Business Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request amendments to the business proposal we submitted on [Insert Submission Date]. After reviewing the proposal and considering additional insights, I believe that certain adjustments could enhance its overall effectiveness.

Specifically, I would like to propose the following amendments:

- [Amendment 1: Description]
- [Amendment 2: Description]
- [Amendment 3: Description]

I believe that these changes will greatly improve the proposal and better align it with our mutual goals. I would appreciate it if we could schedule a time to discuss these amendments in detail.

Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]