

Contract Amendment Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Amendment to Public Procurement Contract [Contract Number]

We are writing to formally propose an amendment to the public procurement contract dated [Original Contract Date] between [Your Organization] and [Recipient Organization]. This amendment is necessary for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

The proposed amendments are as follows:

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

We believe these amendments will be beneficial to both parties and will enhance the execution of the project. Kindly review the proposed amendments and provide your acceptance by signing below.

Accepted by:

[Recipient Name]

[Recipient Title]

[Date]

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]