

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

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

Dear [Recipient's Name],

Subject: TTI Letter Variation

I hope this letter finds you well. I am writing to propose a variation to the original TTI agreement dated [original date]. After careful consideration and review of the circumstances, I believe the following adjustments are necessary:

1. ****Change in Scope of Work****:
 - [Detail the specific change]
2. ****Revised Timeline****:
 - [Propose a new timeline]
3. ****Adjustment of Costs****:
 - [Explain any cost implications]

I believe these changes will enhance the effectiveness of our collaboration and ensure better outcomes. Please let me know your thoughts on this proposed variation. I am looking forward to your feedback and discussing this matter in further detail.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization Name]