

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
Subject: Amendment to Contract [Contract Number/Title]
Dear [Recipient's Name],
I hope this letter finds you well.

I am writing to formally propose an amendment to our existing contract dated [Original Contract Date] regarding [Brief Description of Contract Purpose].

The proposed amendment includes the following changes:

1. **[Change 1: Description]**
2. **[Change 2: Description]**
3. **[Change 3: Description]**

We believe these amendments will better serve both parties and help us achieve our mutual objectives. Please review the proposed changes, and if you are in agreement, we can proceed to draft the official amendment document.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]