

# Amendment Proposal Letter

## Reference Details

Date

Reference Number

To

Recipient's Name or Organization

Address

Subject

Subject of Amendment

## Proposed Amendment

Reference Agreement/Document

Title/Number/Date of document being amended

Current Clause / Provision

Proposed Amendment

Justification / Reason (if any)

## Additional Comments

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Proposed By (Name & Signature)

Date

Approved By (Name & Signature)

Date