

Your Name
Your Address
City, State ZIP Code

[Date]

Recipient's Name

Recipient's Title/Position

Company/Organization Name

Address

City, State ZIP Code

Subject: Amendment to [Original Document/Agreement Title]

Dear [Recipient's Name],

I am writing to formally request an amendment to the [Original Document/Agreement Title], dated [Original Date], between [Parties Involved].

Please find below the proposed amendment(s):

1. [State the clause or section to be amended and the proposed change.]
2. [Add further points as necessary.]

All other terms and conditions of the original agreement shall remain unchanged.

Kindly confirm your acceptance of these amendments in writing. Please let me know if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Contact Information]