[DATE]

[NAME AND ADDRESS]

**Offer to amend contract terms**

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”). In light of *[REASON FOR AMENDMENT, e.g., changes in circumstances, operational requirements, or mutual benefit*], we propose amending certain sections of the Agreement to better align with current needs.

The proposed amendments are as follows:

1. **Section [NUMBER]:** [*Describe proposed amendment, e.g., “Extending the term of the Agreement to [NEW DATE] to accommodate additional deliverables.”*]
2. **Section [NUMBER]:** [*Describe proposed amendment, e.g., “Revising the payment terms to allow for [specific adjustment, e.g., staggered payments or updated invoicing schedule].*”]
3. **Section [NUMBER**]: [*Describe proposed amendment, e.g., “Adjusting the performance obligations to reflect the updated scope of work.”*]

These changes aim to [*specific benefits, e.g., enhance clarity, improve efficiency, or address external factors impacting performance*]. We believe they will strengthen our working relationship and ensure the Agreement remains effective in achieving its intended objectives.

Please review the proposed amendments and let us know if you agree to proceed. If you have any questions or suggestions, we are happy to discuss them further.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER]. We would appreciate your confirmation by [DATE] to avoid any delays in implementation.

We look forward to your feedback and hope to proceed collaboratively.

Yours truly,

[LEGAL NAME OF YOUR PARTY]

By: …………………………..

Name: [NAME]

Title: [TITLE]