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Date: _____

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RE: **Request for Alteration of Contract**

Dear _____:

This letter is in reference to our contract signed on _____. As you know, our agreement was regarding the following:

_____

I am writing to request an alteration to the agreement. Specifically, I would like to alter the following portion of the contract: _____. This section is about the following:

_____

I would like to alter it as follows:

_____

Please confirm in writing whether this alteration can be made to our initial contract. If so, I request that we create an official written addendum to add to the original document and

both sign it to memorialize the alteration.

Sincerely,

_____