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**REQUEST TO ALTER CONTRACT**

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\_\_\_\_\_  
Date \_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT: REQUEST TO ALTER THE CONTRACT**

Dear Mr./Ms. \_\_\_\_\_

This letter is in reference to the contract we had entered into on \_\_\_\_\_ (date). The purpose for the contract, as you may surely be aware was as follows

\_\_\_\_\_  
\_\_\_\_\_

I am writing to you to change certain parts of our agreement. Specifically, I'd like to alter \_\_\_\_\_ (state clause, section etc.). This section reads as follows:

\_\_\_\_\_  
\_\_\_\_\_

I would like to change it to the following:

\_\_\_\_\_  
\_\_\_\_\_

This alteration is in line with the terms of our contract and does not bring to nullity or avoid any preceding sections. Please respond to confirm whether this alteration can be initiated or not. If so, I propose we draft a formal addendum to attach to the original contract and sign and attest the same.

Yours Truly,

\_\_\_\_\_  
\_\_\_\_\_