

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Persuasion – Suggest a Change in a Contract or Agreement

Dear :

I have read the contract/agreement for { }. I believe that there are several things that could be amended to make it more efficient and beneficial to both our parties. {Outline the benefits of the amendments}.

It is amazing that we did not notice those options when drafting the original document. Please contact me regarding these proposed changes.

Sincerely,

N A M E