

Formal contract amendment request

Subject: Contract Amendment Request - "City Lights" Production

Dear [Producer Name],

I hope this letter finds you well. I am writing to request amendments to my existing contract for "City Lights" based on significant changes to the production scope.

Since signing the original agreement, the following modifications have occurred:

- Shooting schedule extended from 6 to 10 weeks
- Character arc expanded with additional scenes
- International location shoots added
- Promotional tour commitments increased

Given these substantial changes, I respectfully request the following contract adjustments:

- Compensation increase of 30% to reflect extended commitment
- Per diem adjustment for international locations
- Additional wardrobe and styling budget
- Limitation on promotional obligations to 10 days maximum

I remain committed to delivering an exceptional performance and look forward to discussing these terms. My representation will contact your business affairs department to schedule a meeting.

Thank you for your consideration.

Best regards,

[Actor Name]

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