

Cooperative Agreement Amendment Request

Subject: Request to Amend Existing Cooperative Agreement [Agreement Number/Name]

Dear [Partner Name],

I hope this message finds you well. I am writing regarding our current cooperative agreement dated [original date], which has been successfully guiding our collaboration on [project name].

Due to [specific circumstances: changed market conditions, new opportunities, resource constraints, regulatory changes, expanded scope], we respectfully request an amendment to the following sections of our agreement: [list specific sections or clauses requiring modification].

The proposed changes include [detailed description of requested amendments]. These modifications would allow us to [explain benefits: better serve our mutual objectives, respond to emerging challenges, optimize resource allocation, extend our impact].

We have carefully reviewed the original agreement and believe these amendments align with our shared vision while addressing current realities. The changes would not alter the fundamental purpose of our partnership but would provide necessary flexibility to [specific outcomes].

Our legal team has drafted the proposed amendment language, which I have attached for your review. We are committed to maintaining the collaborative spirit that has made our partnership successful and are open to discussing any concerns or alternative approaches you may have.

Could we schedule a call within the next week to discuss these proposed amendments? We value this partnership greatly and want to ensure any changes strengthen rather than complicate our collaboration.

Thank you for your consideration and continued partnership.

Best regards,

[Your Name]

[Your Title]

[Contact Information]

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