

Formal Amendment Request Email

Subject: Amendment Request - MTA Agreement [Reference Number]

Dear [Recipient],

We are writing to request an amendment to our existing Material Transfer Agreement dated [date] for [material description].

The requested changes include [specific modifications such as extending term, adding research uses, including additional personnel, etc.]. These modifications are necessary due to [reason for changes].

We believe these amendments align with the original intent of the agreement while accommodating [changed circumstances]. We are prepared to execute an amendment document or revised agreement as preferred by your institution.

Please let us know the process for implementing these changes and any additional requirements.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/material-transfer-agreement>