

Formal Amendment Request

Subject: Request to Amend Partnership Agreement Terms

Dear [Partner Name],

I am writing to formally request amendments to our existing partnership agreement dated [date]. After [time period] of successful collaboration, we have identified several areas where modifications would better serve our mutual interests and reflect the current business environment.

The specific amendments we propose are as follows:

1. [Amendment detail 1]
2. [Amendment detail 2]
3. [Amendment detail 3]

These changes are necessary due to [reasons for changes], and we believe they will strengthen our partnership and improve operational efficiency. The proposed modifications align with our shared goals of [mutual objectives].

We have prepared detailed documentation outlining these amendments and their potential impact on our current operations. I suggest we schedule a meeting with our respective legal teams to review these proposals thoroughly.

Please review the attached amendment proposals and let me know your thoughts. I am confident that these adjustments will benefit both parties and ensure the continued success of our partnership.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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