[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Notice of Proposed Amendments under [NAME OF AGREEMENT]**

**Dear [ADDRESSEE],**

Reference is made to the [**NAME OF AGREEMENT**], dated [**DATE**], between [**LEGAL NAME OF YOUR PARTY**] (“**we**” or “**our**”) and [**LEGAL NAME OF OTHER PARTY**] (“**you**” or “**your**”) (the “**Agreement**”). Unless otherwise defined, capitalized terms in this letter shall have the meanings assigned in the Agreement.

We are writing to formally notify you of our intention to initiate discussions regarding the terms of the Agreement. Specifically, we wish to address the following provisions:

1. [Section [NUMBER]: [*Insert Description of Section, e.g., Pricing Terms/Delivery Schedule/etc.*]]

2. [...]

Our objective is to ensure the terms of the Agreement remain aligned with specific goals[*, e.g., current market conditions, business objectives, or mutual benefits*]. We propose commencing negotiations on or before [**DATE**] and suggest a meeting to discuss the identified terms in detail.

Please confirm your availability to engage in these discussions by [**DATE**]. Should you have any additional items for consideration, kindly provide them in advance of our meeting.

We look forward to your response. Please direct any questions or confirmations to [**NAME**], [**TITLE**], at [**EMAIL ADDRESS**] or [**PHONE NUMBER**].

This notice is issued without prejudice to any of our rights or remedies, all of which are expressly reserved.

[SIGNATURE PAGE TO FOLLOW]

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]