

## **Letter Requesting a Change in a Contract or Agreement**

**[Your Name]**

[Address]

[Letter Date]

**[Recipient's Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient Name],

Thank you for sending the contract letter promptly. Everything is perfect except one. After a meeting with you, I had a visit to the hotel with my advisor. Earlier with you, I had finalized the installments of electric stairs on all floors. Later, I was suggested by the staff to install lifts instead of stairs. I wanted to inform you about the change in our decision this evening but I have now received your contract letter. Since the contract that you have sent mentions the installment of stairs and therefore the estimated expenses are also according to it, I want you to kindly change the contract a bit. We now do not want electric stairs but lifts. I shall be grateful to you if you resend the contract with the suggested changes and the new estimated expenses. Looking forward to hearing from you. Thank you very much.

Sincerely,

**[Your Name]**

[Your Title] -Optional-