

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Second Draft of Proposed Contract Modifications - [Contract Reference Number/Name]**

Dear [Recipient Name],

Following our recent discussions regarding the initial draft of proposed modifications to the contract dated [Original Contract Date], please find attached the second draft for your review.

This version incorporates the feedback provided during our meeting on [Date of Last Discussion]. Key updates in this draft include:

- [Description of Change 1]
- [Description of Change 2]
- [Description of Change 3]

Please review these revisions to ensure they align with our mutual understanding. If you have any further comments or require additional adjustments, please provide them by [Date].

Once we have reached an agreement on these terms, we will prepare the final amendment for formal execution.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]