**Letter Proposing Amendments to Draft Contract**

**Introduction**

The letter proposing amendments to a draft contract is a formal document that proposes changes to the terms and conditions of the contract.

**Purpose**

The letter explains the purpose of the proposed amendments and the reasons for the changes.

**Proposed changes**

The letter specifies the proposed changes to the draft contract, including any new provisions, deletions, or modifications.

**Rationale**

The letter provides a rationale for each proposed change, including any legal or business reasons for the amendment.

**Impact on other provisions**

The letter explains any potential impact that the proposed changes may have on other provisions of the contract.

**Revision history**

The letter provides a revision history of the contract, including the date of the last revision and any previous amendments.

**Negotiation**

The letter suggests that the proposed amendments be discussed and negotiated between the parties before the final contract is signed.

**Legal review**

The letter recommends that the proposed amendments be reviewed by legal counsel before the final contract is signed.

**Deadline**

The letter specifies a deadline by which the other party should respond to the proposed amendments.

**Contact information**

The letter includes contact information for the sender in case the other party has any questions or concerns.