**Letter Proposing Variation of Contract**

**Introduction**

The letter proposing a variation of a contract is a formal document that proposes changes to the terms and conditions of an existing contract.

**Purpose**

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

**Proposed variation**

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

**Rationale**

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

**Impact on other provisions**

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

**Negotiation**

The letter suggests that the proposed variation be discussed and negotiated between the parties before the final agreement is reached.

**Legal review**

The letter recommends that the proposed variation be reviewed by legal counsel before the final agreement is reached.

**Deadline**

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

**Acceptance**

The letter requests that the other party indicate their acceptance of the proposed variation in writing.

**Contact information**

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