

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

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Address]

RE: Exceptions and Amendments to [Title of Original Document/Contract] dated [Date of Original Document]

Dear [Recipient Name],

I am writing in reference to the [Agreement/Letter] received on [Date]. While I am in general agreement with the terms provided, I would like to propose the following exceptions and amendments before formalizing the document:

- **Amendment 1:** Regarding Section [Number], I propose changing "[Original Text]" to "[Proposed Text]".
- **Amendment 2:** Regarding Section [Number], I request the following exception: [Describe Exception].
- **Amendment 3:** [Insert additional amendment or clarification here].

The purpose of these requests is to [Briefly state reason, e.g., ensure clarity / align with current project capabilities].

Please review these proposed changes. I am available to discuss these points further to reach a mutually beneficial agreement. Once these amendments are incorporated or agreed upon, I will be prepared to sign the final version.

Thank you for your cooperation and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]