

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

RE: Proposal for Alternative Modifications to Terms of Business

Dear [Recipient Name],

Thank you for providing the proposed updates to the Terms of Business dated [Date of original proposal]. We have carefully reviewed the document and appreciate the opportunity to discuss these terms further.

While we understand the objectives behind the proposed changes, we would like to suggest alternative modifications to specific clauses to better align with our mutual operational requirements and risk management frameworks. Our proposed alternatives are as follows:

- **Clause [Number]: [Current Clause Heading]**
Proposed Alternative: [Insert your suggested wording here].
Reasoning: [Briefly state why this alternative is preferred].
- **Clause [Number]: [Current Clause Heading]**
Proposed Alternative: [Insert your suggested wording here].
Reasoning: [Briefly state why this alternative is preferred].

We believe these adjustments represent a fair compromise that maintains the integrity of the agreement while providing the necessary clarity for both parties. We are open to discussing these points further via a scheduled call or meeting at your earliest convenience.

Please let us know if these alternative modifications are acceptable or if you wish to suggest further refinements.

Yours sincerely,

[Signature]

[Your Printed Name]
[Your Job Title]