To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Request Letter for a Change in Contract**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to request for a change in a contract that was held between us on [mention date]. As per the terms of the contract, it was agreed upon that our company, [mention Company name] will deliver and install 100 computers at your factory site. However, the specs that you required will be available by [mention date].

So I humbly request you to accept this extension in period of delivery as the delay is caused by the arrival of shipment and not on our part. For further details, feel free to contact me.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]