

# Amendment Agreement Letter Outline

Date:

Enter date

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Parties Involved:

Party 1 Name

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Party 2 Name

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Reference to Original Agreement:

Agreement name/type and date

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## Introduction

- State the purpose of the letter (to amend the agreement).
- Reference the original agreement and date.
- Include the names of all parties.

## Amendment Details

- Specify sections/clauses being amended.
- Describe the amendments in detail.
- State any new terms and conditions if applicable.

## Effect of Amendment

- Clarify that, except as explicitly amended, all other terms remain unchanged.
- Specify the effectivity date of the amendment.

## Execution

- Provide signature lines for all parties.
- Include printed names and date for each party.

Party 1 Signature:

Signature

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Printed Name

---

Date

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Party 2 Signature:

Signature

---

Printed Name

---

Date

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