

Amendment Agreement Letter Outline

Date:

Enter date

Parties Involved:

Party 1 Name

Party 2 Name

Reference to Original Agreement:

Agreement name/type and date

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 effectiveness date of the amendment.

Execution

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

Party 1 Signature:

Signature

Printed Name

Date

Party 2 Signature:

Signature

Printed Name

Date
