

Amendment Notification Letter

Date: _____

From:

To:

Subject: Amendment Notification “_____”

Dear _____,

We wish to inform you of an amendment to the following agreement:

Agreement/Contract Title: _____

Reference Number: _____

Original Effective Date: _____

Details of Amendment:

Please review the amendments noted above. If you have any questions or need further clarification, please contact us at your earliest convenience.

Sincerely,

Name
Title
Organization

