

Date: _____

Recipient Name

Recipient Address

City, State ZIP Code

Subject: Amendment to [Original Agreement Name]

Dear [Recipient Name],

This letter (â€œAmendmentâ€) serves to modify the [Original Agreement Name] dated [Original Agreement Date] between [Party A Name] and [Party B Name].

Amendment:

[Describe the clause(s) to be amended, the nature of the amendment, and include the revised wording if applicable.]

Except as modified herein, all terms and conditions of the original agreement shall remain in full force and effect.

Please indicate your acceptance of this amendment by signing below.

[Party A Name]

Date: _____

[Party B Name]

Date: _____