

[Your Company Name]

[Your Address]

[City, State, Zip]

[Phone Number]

Date: [Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip]

Re: Amendment to [Original Agreement Name] Dated [Original Date]

Dear [Recipient Name],

This letter serves as an amendment ("Amendment") to the [Original Agreement Name] (the "Agreement") entered into between [Your Company Name] ("Party A") and [Recipient Company/Organization Name] ("Party B") on [Original Date].

1. Amendment(s):

The Agreement is hereby amended as follows:

- [Describe the section, clause, or exhibit being amended, and state the new terms. Ex: Section 2.1 shall be deleted and replaced with the following: "..."]
- [List additional amendments as necessary]

2. Effect of Amendment:

Except as expressly amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

Please signify your acceptance of this Amendment by signing below. Upon execution by both parties, this Amendment shall become effective as of [Effective Date or "the last date signed below"].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Agreed and Accepted:

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

Enclosure: [if any]