

Amendment to Existing Agreement Letter

Subject: Amendment to Agreement Dated [Original Date]

Dear [Partner Company],

This letter serves as a formal amendment to the agreement dated [original date] between [Your Company] and [Partner Company] regarding [subject of original agreement].

The parties mutually agree to modify the following terms of the original agreement:

1. [Specific clause/section] is hereby amended to read: [new language]
2. [Another modification with detailed explanation]
3. [Additional changes as necessary]

Reason for Amendment: These modifications are being made to [explain rationale: reflect current market conditions, address operational challenges, clarify ambiguities, extend timeline, adjust pricing, etc.].

All other terms and conditions of the original agreement dated [date] remain in full force and effect without modification. This amendment is effective immediately upon execution by authorized representatives of both companies.

Please review these amendments carefully. If you concur with the proposed changes, please sign both copies of this letter and return one to our office. If you have any concerns or require clarification, please contact me at [contact information].

We appreciate your continued partnership and flexibility in adapting our agreement to better serve both organizations.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Get more templates here:

