

Formal Side Letter Agreement for Clarifying Terms

Subject: Side Letter Agreement Regarding Contractual Obligations

Dear [Recipient's Name],

This Side Letter Agreement (‘‘Agreement’’) is executed as a supplement to the primary contract dated [insert date] between [Party A] and [Party B]. The purpose of this letter is to clarify certain terms and provide additional provisions that were not expressly covered in the main contract.

Specifically, both parties agree to the following:

1. [Detail the first clarification or adjustment]
2. [Detail the second clarification or adjustment]
3. [Detail any additional provisions]

All other terms and conditions in the original agreement shall remain in full force and effect. This Side Letter Agreement is binding and enforceable once signed by both parties.

Please review this document carefully and confirm your acceptance by signing and returning a copy.

Sincerely,

[Your Name]

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