

# Amended Order Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your order #[Order Number] has been amended. The changes are as follows:

- **Original Item:** [Original Item Description]
- **Updated Item:** [Updated Item Description]
- **New Quantity:** [New Quantity]
- **Revised Total:** [Revised Total]

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]