

Modified Order Agreement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the modifications made to the order agreement originally dated [Original Agreement Date]. This modified order agreement reflects the changes discussed and agreed upon.

Details of the Modified Order:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Modified Quantity: [Insert Quantity]
- Modified Price: [Insert Price]
- Delivery Date: [Insert Delivery Date]

Please sign and return a copy of this letter to indicate your acceptance of the modified terms.

Thank you for your attention to this matter. If you have any questions or need further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Accepted by: _____

Date: _____