

# Letter of Agreement Modification

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Modification of Agreement for Transportation Services

Dear [Recipient Name],

We are writing to formally propose an amendment to the existing agreement for transportation services dated [Insert Original Agreement Date]. In light of [reason for modification], we believe it is necessary to make the following modifications:

- Change in service frequency from [original frequency] to [new frequency]
- Adjustment of service hours from [original hours] to [new hours]
- Revised payment terms: [insert new payment terms]

We appreciate your understanding and flexibility regarding these changes. Please review the proposed modifications and confirm your agreement by signing below.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

## Agreement Confirmation

By signing below, you agree to the modifications outlined above:

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[Recipient Name]

Date: \_\_\_\_\_