# Formal Amendment Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]


Dear [Recipient Name],

We are writing to formally notify you of an amendment to our logistics services agreement dated [Insert Original Agreement Date]. This amendment will take effect on [Insert Effective Date].

Details of the amendment are as follows:

- **Amendment Description:** [Brief description of the amendment]
- **Reason for Amendment:** [Provide reasons]
- **Revised Terms:** [Outline any changes in terms]

We believe that these changes will enhance our service delivery and strengthen our partnership. Please review the amendment and feel free to contact us if you have any questions or require further clarification.

Thank you for your attention to this matter.


Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]