

IT Solution Modification Agreement

Date: **[Insert Date]**

From: **[Your Company Name]**

Address: **[Your Company Address]**

To: **[Client Company Name]**

Address: **[Client Company Address]**

Dear **[Client Contact Name]**,

This letter serves as a formal agreement regarding the modification of the IT solutions currently being provided by **[Your Company Name]** to **[Client Company Name]**.

Modification Details

- **Current Solution:** [Description of Current IT Solution]
- **Proposed Modification:** [Description of Proposed Changes]
- **Reason for Modification:** [Justification for Modification]

Terms and Conditions

The following terms will apply to this modification:

1. Effective Date: [Insert Effective Date]
2. Cost of Modification: [Insert Cost]
3. Payment Terms: [Insert Payment Terms]

By signing this document, both parties agree to the terms outlined above. Please indicate your acceptance of this modification by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Acceptance by Client:

Agreed and accepted by:

[Client Contact Name]

[Client Position]

[Client Company Name]

Signature: _____ Date: _____