

# Letter of Amendment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Amendment to Heritage Site Activity License Application

I am writing to formally request an amendment to our previously submitted application for a license to perform activities at [Heritage Site Name]. Due to [briefly explain the reason for the amendment, e.g., changes in project scope, updates in project team, etc.], we would like to modify the following details:

1. [Original Detail 1] - [New Detail 1]
2. [Original Detail 2] - [New Detail 2]

We believe these amendments will enhance our project and align it more closely with the guidelines established for heritage site preservation. We greatly appreciate your understanding and cooperation in this matter.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]