

Agreement Update Letter

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We hope this letter finds you well. We are writing to formally update the terms of our existing consulting agreement dated [Original Agreement Date]. After thorough discussions, we have come to an agreement on the following key updates:

1. Scope of Services

[Briefly outline changes to the scope of services.]

2. Compensation

[Detail any changes in compensation, including rates and payment schedule.]

3. Duration of Agreement

[Specify the new duration or extension of the agreement.]

All other terms and conditions in the original agreement will remain unchanged and in full effect. Please sign and return a copy of this letter to confirm your acceptance of the updated terms.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreed and Accepted:

[Consultant's Name] Date: _____