

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of a modification to my last will and testament, dated [original date of the will]. This modification reflects changes in my personal circumstances and my wishes regarding the distribution of my assets.

The specific modifications are as follows:

- [Describe the specific change or addition]
- [Describe any other changes]

Please consider this letter as my official notice of these modifications. I recommend that you update any records you may have regarding my will accordingly.

If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]