

Vendor Service Agreement Modification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Contact: [Vendor Contact Information]

Dear [Vendor Name],

This letter serves as a formal modification to the existing Vendor Service Agreement dated [Original Agreement Date] between [Your Company Name] and [Vendor Name]. The modifications are as follows:

Modifications:

1. **Service Scope:** [Describe the changes in the service scope]
2. **Pricing:** [Describe any changes to pricing]
3. **Duration:** [Modify the duration of the agreement as needed]
4. **Other Terms:** [Include any additional terms being modified]

All other terms of the original Vendor Service Agreement shall remain in full force and effect. Please indicate your acceptance of these modifications by signing below.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by,

[Vendor Name]

[Title]

[Date]