

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Amendment to Licensing Agreement**

Dear [Recipient Name],

This letter serves as an official amendment to the Licensing Agreement dated [original agreement date], between [Your Company] and [Recipient Company]. The parties agree to amend the following sections of the agreement:

- **Section [X]:** [Brief description of amendments]
- **Section [Y]:** [Brief description of amendments]

All other terms and conditions of the original Licensing Agreement shall remain in full force and effect. This amendment shall become effective as of [effective date].

Please indicate your acceptance of this amendment by signing below and returning a copy to us by [deadline date].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]

Accepted and Agreed:

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[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
Date: \_\_\_\_\_