

Engagement Agreement Revision

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to propose a revision to our existing engagement agreement dated [Original Agreement Date]. After our recent discussions, I believe it is essential to update certain terms to better reflect our current project scope and objectives.

Proposed Revisions:

- Section 1: [Proposed Change]
- Section 2: [Proposed Change]
- Section 3: [Proposed Change]

These revisions will help us [explain the reason for changes briefly, e.g., align our goals, enhance our collaboration, etc.].

Please review the proposed revisions at your earliest convenience, and feel free to reach out if you have any questions or require further clarification. I look forward to your feedback and to continuing our successful collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]