

Engagement Letter Change Notification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

We are writing to formally notify you of a change to the terms of our engagement letter dated [original date of engagement letter]. These changes will take effect on [effective date].

The specific modifications are as follows:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

We believe that these changes will enhance our collaboration and strengthen our partnership moving forward. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]
[Your Position]
[Your Company]