

Engagement Letter Modification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We are writing to formally modify our engagement letter dated [original engagement date] concerning [specific services or project]. The purpose of this modification is to [briefly describe reason for modification, e.g., update terms, extend timeline, etc.].

The modifications are as follows:

- Change in scope of work: [insert details]
- Revised timeline: [insert new timeline]
- Updated fees: [insert new fee structure]
- Other modifications: [insert any other relevant changes]

We appreciate your understanding and are committed to providing you with the highest level of service. Please sign below to acknowledge your agreement to these modifications.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and accepted by:

[Client's Name]

Date: _____