

# Engagement Terms Amendment Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally propose an amendment to the engagement terms outlined in our original agreement dated [Insert Original Agreement Date]. After careful consideration, we believe that certain modifications are necessary to better align our collaboration with our current objectives.

Below are the proposed amendments:

- **Amendment 1:** [Describe the first amendment]
- **Amendment 2:** [Describe the second amendment]
- **Amendment 3:** [Describe the third amendment]

We believe that these amendments will enhance the effectiveness of our engagement and ensure mutual benefit moving forward. We request your confirmation and acceptance of these changes by [Insert Deadline for Response].

Thank you for your attention to this matter. We look forward to your prompt response and continuing our productive relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]