

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[Recipient's City, State, Zip Code]

Subject: Revised Engagement Details

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you of some revised details concerning our ongoing engagement.

Revised Engagement Details:

- **Engagement Start Date:** [New Start Date]
- **Engagement End Date:** [New End Date]
- **Scope of Work:** [Revised Scope of Work]
- **Payment Terms:** [Revised Payment Terms]

If you have any questions or require further clarification regarding these changes, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]