

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an amendment to the Non-Compete Agreement dated [Insert Original Date] (the "Agreement") between [Your Company Name] ("Company") and [Recipient Name] ("Recipient") in relation to the sale of [Business Name].

Whereas, the parties have agreed to amend certain terms of the Agreement as follows:

- **Modification of Non-Compete Duration:** The duration of the non-compete clause shall now be [Insert New Duration].
- **Geographic Scope:** The geographic limitation shall be amended to [Insert New Geographic Area].
- **Consideration:** In exchange for this amendment, the Recipient will receive [Insert Consideration].

All other terms and conditions of the original Agreement shall remain in full force and effect unless expressly modified herein.

Please sign and return a copy of this letter to confirm your acceptance of these amendments.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]

Accepted and Agreed:

[Recipient Name] \_\_\_\_\_ Date: \_\_\_\_\_