

# Letter of Modification for Simultaneous Interpretation Equipment Order

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Person],

We hope this message finds you well. We are writing to inform you of a modification to our previous order (Order Number: [Insert Order Number]) for simultaneous interpretation equipment placed on [Insert Original Order Date].

The following changes are requested:

- Change Quantity of [Item Description]: [Old Quantity] to [New Quantity]
- Change Delivery Date: [Original Delivery Date] to [New Delivery Date]
- Additional Items: [Describe Any New Items to be Added]

Please confirm the acceptance of these modifications by [Insert Confirmation Date]. If you have any questions or require further information, do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]