

Amendment to Service Contract

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

This letter serves as a formal amendment to the Service Contract dated [Original Contract Date] between [Your Company Name] and [Recipient Company Name].

The following changes are agreed upon:

1. [Specify amendment 1]
2. [Specify amendment 2]
3. [Specify amendment 3]

All other terms and conditions of the original contract remain unchanged and in full effect.

We appreciate your cooperation and support in this matter. Please sign and return a copy of this amendment for our records.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

Accepted and Agreed:

[Recipient Name]
[Recipient Position]
[Recipient Company Name]

Date: _____