

Letter of Amendment to Distribution Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Amendment to Distribution Agreement dated [Original Agreement Date]

We are writing to propose amendments to the Distribution Agreement entered into between [Your Company Name] and [Recipient Company Name] on [Original Agreement Date]. The following changes are recommended:

- **Section 1:** [Describe the amendment]
- **Section 2:** [Describe the amendment]
- **Section 3:** [Describe the amendment]

These proposed amendments are intended to enhance our collaboration and improve the overall effectiveness of our agreement. We are committed to maintaining a strong partnership and believe these changes will benefit both parties.

Please review the proposed amendments and provide your feedback by [Insert Response Deadline]. We look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]