

Partnership Modification Notification

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Partner's Name]
[Partner's Position]
[Partner's Company]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of a modification to our existing partnership agreement dated [Original Agreement Date]. After thorough discussion and consideration, we have agreed upon the following changes:

- Modification 1: [Description of Modification]
- Modification 2: [Description of Modification]
- Modification 3: [Description of Modification]

These modifications will take effect as of [Effective Date] and will remain in place until further notice or amendment. We believe that these changes will strengthen our partnership and better align our mutual goals.

Please confirm your acceptance of these modifications by signing and returning a copy of this letter. Should you have any questions or require further clarification, feel free to reach out at your convenience.

Thank you for your attention to this matter, and we look forward to continuing our successful partnership.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]

Enclosure: [Any relevant documents]