

Revision Notice

Date: [Insert Date]

From: [Your Name/Organization]

To: [Recipient Name/Organization]

Subject: Notice of Revision to Cooperative Agreement

Dear [Recipient Name],

We are writing to formally notify you of a revision to our existing cooperative agreement [Agreement Number/Title]. Following our recent discussions and assessments, the following changes have been proposed:

- **Change 1:** [Description of change]
- **Change 2:** [Description of change]
- **Change 3:** [Description of change]

These revisions aim to [state the purpose of the revisions]. Please review the proposed changes and provide your feedback by [insert deadline].

We appreciate your cooperation and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]