

# Freelance Agreement Amendment Notification

Date: [Insert Date]

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

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

Dear [Client Name],

I hope this message finds you well. I am writing to formally notify you of an amendment to our existing freelance agreement dated [Insert Original Agreement Date].

The following changes are proposed:

- **Service Description:** [Insert New Description]
- **Payment Terms:** [Insert New Payment Terms]
- **Delivery Timeline:** [Insert New Timeline]

Please review the proposed amendments and let me know if you agree to these changes. I am looking forward to continuing our collaboration and am excited about the upcoming project.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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