

Notification of Changes to Freelance Agreement

Date: [Insert Date]

To: [Freelancer's Name]

[Freelancer's Address]

Dear [Freelancer's Name],

We hope this message finds you well. We are writing to inform you of some changes to the Freelance Agreement originally signed on [Insert Original Agreement Date].

Details of Changes:

- **Scope of Work:** [Briefly describe the changes in the scope of work]
- **Compensation:** [Details of any changes in payment terms or amounts]
- **Timeline:** [Any updates to project timelines or deadlines]

These changes will take effect on [Insert Effective Date]. Please review the modifications carefully and do not hesitate to reach out if you have any questions or require further discussion.

We value your contributions and look forward to continuing our collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]