

Notice of Adjustment to Advertising Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our existing advertising agreement dated [Insert Agreement Date].

The key adjustments are outlined as follows:

- **Adjustment 1:** [Details of Adjustment]
- **Adjustment 2:** [Details of Adjustment]
- **Adjustment 3:** [Details of Adjustment]

These changes will take effect as of [Effective Date]. We believe these adjustments are in alignment with our mutual goals and will enhance our partnership.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]