

# Procurement Contract Amendment Notification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

From: [Your Company Name]

[Your Company Address]

Subject: Amendment Notification for Procurement Contract [Contract Number]

Dear [Contractor's Name],

We are writing to formally notify you of an amendment to the Procurement Contract referenced above, effective [Effective Date]. This amendment is in accordance with the terms stated in the original contract.

Details of the amendment are as follows:

- Amendment Description: [Description of the amendment]
- Revised Contract Terms: [Details of revised terms]
- New Contract Value: [New contract value, if applicable]

Please sign and return the attached copy of this notification to acknowledge your agreement to the proposed amendment.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

Attachment: Amendment Agreement