

# Notification of Contract Amendment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of an amendment to the contract dated [Original Contract Date] between [Your Company Name] and [Recipient's Company Name]. The following changes will take effect as of [Effective Date]:

- [Detail of Amendment 1]
- [Detail of Amendment 2]
- [Detail of Amendment 3]

Please review the changes carefully. If you have any questions or concerns, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]