

# Letter of Amendment to Financial Arrangement

Date: [Insert Date]

From:

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

To:

[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Amendment to Financial Arrangement dated [Original Agreement Date]

We are writing to formally propose an amendment to the financial arrangement that currently exists between [Your Company Name] and [Recipient Company Name], as outlined in our agreement dated [Original Agreement Date].

The proposed amendments are as follows:

- **Item 1:** [Description of the amendment]
- **Item 2:** [Description of the amendment]
- **Item 3:** [Description of the amendment]

We believe these changes will enhance our mutual business interests and reflect our ongoing commitment to a successful partnership. Please review the proposed amendments and let us know if you agree or if further discussions are necessary.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]

Attachments: [List any attachments]