

Contractor Amendment Letter

Date: [Insert Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Amendment to Contract for Additional Tasks

Dear [Contractor Name],

We are writing to formally amend our existing contract dated [Insert Original Contract Date] regarding the project [Project Name/Description]. Due to the evolving nature of the project, we require additional tasks to be performed.

The additional tasks to be included in this amendment are as follows:

- [Task 1 Description]
- [Task 2 Description]
- [Task 3 Description]

In consideration of these additional tasks, the contract amount will be amended to [Insert New Amount] and the project timeline will be extended by [Insert Duration Change].

Please sign and return a copy of this letter to confirm your acceptance of this amendment.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Agreed and Accepted:

[Contractor Name]

Date: _____