

Notification of Partnership Agreement Adjustments

Date: [Insert Date]

To: [Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. We are writing to formally notify you of adjustments to our Partnership Agreement dated [Insert Original Date of Agreement]. As we strive to enhance our collaboration and better align with our mutual goals, the following changes have been proposed:

- **Adjustment 1:** [Describe adjustment]
- **Adjustment 2:** [Describe adjustment]
- **Adjustment 3:** [Describe adjustment]

We believe these adjustments will provide a stronger foundation for our partnership and ensure that both parties can continue to benefit from our collaboration.

Should you have any questions or require further discussion regarding these changes, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

We appreciate your attention to this matter and look forward to your feedback.

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]