

Partnership Agreement Revision Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of the upcoming revisions to our existing Partnership Agreement dated [Original Agreement Date]. In light of recent developments and in pursuit of better alignment with our mutual goals, we believe these amendments are necessary.

The proposed revisions include:

- [Revision 1: Description]
- [Revision 2: Description]
- [Revision 3: Description]

We kindly request your review of the proposed changes, and we would appreciate your feedback by [Feedback Deadline Date]. A follow-up meeting will be scheduled for [Proposed Meeting Date] to discuss your responses and finalize the agreement.

Thank you for your attention to this matter. We look forward to your input in enhancing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]