

Business Partnership Alteration Letter

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

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

Subject: Notice of Alteration in Business Partnership

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally notify you of an alteration in our business partnership agreement regarding [specific details of the alteration, e.g., profit sharing, roles, responsibilities, etc.].

As discussed in our previous meetings, the changes will be effective from [effective date], and I believe this adjustment will benefit our partnership by [brief explanation of benefits].

Please review the attached revised partnership agreement that outlines the changes in detail. I am looking forward to your feedback and thoughts on this matter.

Thank you for your attention to this important update. I am confident that our partnership will continue to thrive.

Sincerely,

[Your Name]
[Your Position/Title]

Attachments: Revised Partnership Agreement