Agreement Change Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to inform you of a change to our existing agreement dated [Insert Date of Original Agreement]. The following modifications will take effect on [New Effective Date]:

- [Describe the first change]
- [Describe the second change]
- [Describe any additional changes]

If you agree to these changes, please sign and return this notification by [Return Date]. Your continued partnership is important to us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]