

Letter of Amendment to Existing Contract

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Amendment to Contract dated [Original Contract Date]

I hope this message finds you well. This letter serves as a formal amendment to the contract dated [Original Contract Date], between [Your Name/Company] and [Recipient Name/Company].

The following changes are hereby agreed upon:

- Amendment 1: [Describe the change]
- Amendment 2: [Describe the change]
- [Additional amendments as needed]

All other terms and conditions of the original contract remain unchanged and in full effect. Please sign and return a copy of this amendment to confirm your agreement.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]

Enclosure: [Insert any attachments, if applicable]