

Notice of Changes to Contractual Agreement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of changes to our existing contractual agreement dated [Insert Original Contract Date] regarding [Insert Subject of Agreement].

The following amendments will be made to the agreement:

- **Amendment 1:** [Describe Amendment 1]
- **Amendment 2:** [Describe Amendment 2]
- **Amendment 3:** [Describe Amendment 3]

These changes will take effect as of [Insert Effective Date]. Please review the amendments and confirm your acceptance by signing below and returning a copy of this letter to us by [Insert Due Date].

We appreciate your cooperation and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

ACKNOWLEDGEMENT OF CHANGES:

By signing below, I confirm my acceptance of the changes to the contractual agreement.

Signature: _____ Date: _____

Print Name: _____