

Contract Amendment Alert

Dear [Recipient's Name],

We are writing to inform you about an amendment to our existing contract dated [Original Contract Date]. Please find the details of the amendment below:

Amendment Details

- **Amended Clause:** [Clause Number/Description]
- **New Terms:** [New Terms/Conditions]
- **Effective Date:** [Effective Date of Amendment]

Please review the amendment and let us know if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]