

Contractual Change Announcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Announcement of Changes to Contract

Dear [Recipient's Name],

We are writing to inform you of a change to our existing contract, originally dated [insert original contract date]. After careful consideration, we have decided to modify the following terms:

- Change 1: [Detail of Change 1]
- Change 2: [Detail of Change 2]
- Change 3: [Detail of Change 3]

These changes will take effect on [insert effective date]. We believe that these modifications will enhance our collaboration and improve service delivery.

If you have any questions or require further clarification, please do not hesitate to contact me directly at [your contact information].

Thank you for your attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]