

Partnership Agreement Update

Date: [Insert Date]

To: [Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to inform you of an update to our existing partnership agreement dated [original agreement date]. After careful consideration, we have decided to amend the following terms:

1. **Section 1: Profit Sharing** - The profit-sharing ratio will now be adjusted to [new ratio].
2. **Section 2: Roles and Responsibilities** - [Describe any changes in roles and responsibilities].
3. **Section 3: Duration of Agreement** - The term of the partnership is extended to [new end date].

We believe these updates will benefit both parties and strengthen our partnership moving forward. Please review the changes and provide your consent by signing below.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Contact Information]

Partner's Signature

Date: _____