

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Amendment Notice to Agreement

Dear [Recipient Name],

We are writing to formally notify you of an amendment to the agreement dated [Original Agreement Date] between [Your Company Name] and [Recipient Company Name]. The following changes have been proposed:

- **Section/Clause 1:** [Details of amendment]
- **Section/Clause 2:** [Details of amendment]
- **Effective Date:** [New effective date]

Please review the proposed amendments and confirm your acceptance by signing and returning the enclosed copy of this notice by [Response Due Date]. If you have any questions or require further clarification, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Enclosure: Amendment Notice Acceptance