

Revised Contract Notification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We would like to inform you that your contract dated [Original Contract Date] has been revised. The changes are effective as of [Effective Date of Changes].

Enclosed are the revised contract documents highlighting the changes made. We encourage you to review the document thoroughly.

If you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]