

Notification of Contract Change Endorsement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a change to the terms of our existing contract dated [Insert Original Contract Date].

Effective [Insert Effective Date], the following changes will be endorsed:

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

Please review the enclosed documentation outlining these changes. If you have any questions or concerns, do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]