

Letter of Amended Contract Terms

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to inform you of the amendments made to our existing contract dated [Original Contract Date]. The following changes have been agreed upon:

- **1. Term:** [New Term Details]
- **2. Payment Terms:** [New Payment Terms]
- **3. Scope of Work:** [Revised Scope of Work]
- **4. Other Changes:** [Any Other Changes]

These amendments will take effect as of [Effective Date of Amendments]. Please sign and return a copy of this letter to acknowledge your acceptance of the amended terms.

We appreciate your attention to this matter and look forward to our continued partnership.

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

Agreed and Accepted:

[Recipient's Name]
[Date]