

Amendment Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of an amendment to the contract milestones outlined in our previous agreement dated [Insert Original Contract Date].

The following modifications will take effect as of [Insert Effective Date]:

- **Milestone 1:** [Insert details of the amendment]
- **Milestone 2:** [Insert details of the amendment]
- **Milestone 3:** [Insert details of the amendment]

We believe these changes will enhance the efficiency of our project timeline and overall collaboration. If you have any questions or require further details, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]