

# Letter of Understanding

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

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

Dear [Recipient's Name],

This letter serves as a formal understanding regarding the updated terms of the agreement between [Your Company] and [Recipient's Company].

As discussed on [date of discussion], we have agreed to the following updated terms:

- [Updated Term 1]
- [Updated Term 2]
- [Updated Term 3]

We believe these amendments will help both parties align better with our objectives and improve our ongoing collaboration.

Please acknowledge your acceptance of these updated terms by signing below.

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[Your Name]  
[Your Title]  
[Your Company]

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[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]