

Partnership Documentation Change Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We hope this letter finds you well. We are writing to formally notify you of a change in our partnership documentation that will take effect on [Effective Date].

The specific changes include:

- [Detail of change 1]
- [Detail of change 2]
- [Detail of change 3]

Please review the modifications at your earliest convenience. If you have any questions or require further clarification, feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]