

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

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

Subject: Contract Modification Notice

Dear [Recipient's Name],

I hope this message finds you well.

This letter serves as a formal notification regarding modifications to the contract dated [Original Contract Date] between [Your Company Name] and [Recipient's Company Name].

The proposed modifications are as follows:

1. [Modification Description 1]
2. [Modification Description 2]
3. [Modification Description 3]

We believe these changes will [explanation of the benefits of the modifications]. Please review the proposed modifications at your earliest convenience.

If you agree with the modifications, please sign below and return a copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

Acceptance of Modifications:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

Date: _____