

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Amendment to Agreement
Dear [Recipient Name],
I hope this letter finds you well.
This letter serves as a formal amendment to the [title of original agreement] dated [original agreement date], between [Your Name/Your Company Name] and [Recipient Name/Recipient Company Name].
Amendment Details:
1. **Current Clause/Section:** [Specify the section or clause to be amended]
 Amended Clause/Section: [Describe the amendment clearly, including any new terms or changes]
2. [Add additional amendments as needed]
This amendment shall take effect on [effective date of the amendment] and all other terms of the original agreement shall remain unchanged and in full effect.
Please sign below to acknowledge your acceptance of this amendment.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
Acknowledgment and Acceptance:
[Recipient Signature]
[Recipient Printed Name]
[Recipient Title]
[Date]