

Contract Terms Modification Letter

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

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

Dear [Recipient's Name],

I trust this letter finds you well. I am writing to inform you of modifications to the terms of our existing contract dated [Original Contract Date]. These changes are deemed necessary for both parties' continued success and will be effective from [Effective Date].

Modified Contract Terms:

1. **Change 1:** [Specify the first modification]
2. **Change 2:** [Specify the second modification]
3. **Change 3:** [Specify the third modification]

Please find the complete details of the revised terms in the attached document. We believe these adjustments will contribute positively to our ongoing collaboration. Should you have any questions or require further clarification, feel free to contact us.

Your cooperation and understanding in acknowledging these changes are highly appreciated. We look forward to your continued partnership under the updated terms.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name] [Your Position] [Your Company Name] [Your Contact Information]