[**On Company Letterhead of PARTY 1**][PARTY 2]

[Address Line 1]

[Date]

Dear [NAME],

**AMENDMENT TO CONTRACT**

1. We refer to the agreement entered into between our parties regarding [DESCRIPTION OF AGREEMENT], originally dated [DATE] [and subsequently amended on [DATE(S)], OR as amended periodically] (the "**Agreement****"**)[, a copy of which is included as Schedule 1 of this amendment letter].
2. [*PROVIDE RELEVANT DETAILS ABOUT THE BACKGROUND LEADING TO THIS AMENDMENT.*] Consequently, [we OR all parties involved] intend to amend the Agreement as outlined in this amendment letter, effective from [the date the final party signs this letter OR the date of this amendment letter OR [DATE]] (the "**Variation Date**").
3. Terms defined in the Agreement and used in this amendment letter shall have the same meaning as in the Agreement, unless otherwise specified.
4. Effective as of the Variation Date, the parties agree to amend Section [NUMBER] of the Agreement to instead reflect the following, with deletions marked as [strikethrough] text and additions marked as [underlined] text:  
     
   [*INSERT AMENDMENTS TO CLAUSE BY STRIKING THROUGH AND UNDERLINING NEW ADDITIONS*]
5. Except as outlined in Section 4 of this amendment letter, the Agreement shall remain in full force and effect.
6. The parties agree that the Agreement, as amended by this amendment letter, shall be read and interpreted in accordance with Section 4 above.
7. In the event of any conflict between the terms of the Agreement and this amendment letter, the terms of this amendment letter shall take precedence.
8. This amendment letter, along with any dispute or claim (including non-contractual disputes or claims) arising from or related to its subject matter or formation, shall be governed by and interpreted in accordance with the laws of [STATE] and shall be subject to the [non-]exclusive jurisdiction of the courts of [STATE].
9. Please sign and return a copy of this letter to acknowledge your agreement to the variation of the Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature for and on behalf of [PARTY 1]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature for and on behalf of [PARTY 2]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date