

[Print or e-mail address]

<<Recipient's Name>>  
<<Company / Business Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Change to Agreement

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, <<insert brief description of Agreement>> (the "Agreement"), <<insert name of Party 1>>, supply the goods identified in the Agreement (the "Goods") to <<insert name of Party 2>> of that Agreement to

I am writing to notify you that a change to <<insert brief description of circumstances>>, certain as to the Goods and the changes thereto, has been made to the enclosed document.

The price payable for the Goods <<insert brief description of circumstances>> [will remain unchanged] **OR** [will also change. Such change is described in the enclosed document].

[I would like to take this opportunity to <<insert name of Party 1>>] **OR** [I] [has] **OR** [have] taken steps to ensure that the quality and value you have come to expect will remain unaltered and to thank you for your continued business.

Please sign and return the enclosed document to [us] **OR** [me] to acknowledge receipt and to confirm the changes to the specification of the Goods.

Please do not hesitate to contact <<insert name & title>>] if you have any questions or would like to discuss the changes.

Yours sincerely,

<<Name & Title>>  
[For and on behalf of <<insert name>>]