

[Print of address]

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

<<Date>>

Dear <<Recipient's Name>>,

Under a contract between <<insert name of Party 2>>, dated <<insert date of Agreement>> (the "Agreement"), <<insert name of Party 1>>, provide the services identified in the Agreement to you (the "Services").

I am writing to notify you that a change in the <<insert brief description of circumstances>>, certain as detailed in the enclosed document.

The price payable for the Services <<insert brief description of circumstances>> [will remain unchanged] OR [will also change. Such changes are detailed in the enclosed document].

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

Please sign and return the enclosed document to acknowledge receipt and to confirm the specification of the Services.

Please do not hesitate to contact me if you have any questions or would like to discuss the changes to the Services.

Yours sincerely,

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

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