**Amendment (Letter Agreement)**

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[DATE]

[NAME OF PARTY 2]

[ADDRESS]

Attn: [CONTACT PERSON]

Dear [NAME]:

This letter refers to [NAME OF THE MAIN AGREEMENT] (the “**Agreement**”), between [NAME OF PARTY 1] (”**PARTY 1**”) and [NAME OF PARTY 2] (”**PARTY 2**”) dated as of [PLEASE INSERT A DATE]. Capitalized terms used in this letter and not otherwise defined are used with the meanings given to them in the Agreement.

[NAME OF PARTY 1] and [NAME OF PARTY 2] hereby agree to amend the Agreement as follows:

1.  Section [PLEASE INSERT A NUMBER] of the Agreement is deleted in its entirety and replaced by the following:

”Section [NUMBER]. [AMENDED SECTION].”

2.  Section [PLEASE INSERT A NUMBER] of the Agreement is amended by inserting, after the [first/second/last/[OTHER]] sentence, the following sentence:

”[INSERTED SENTENCE].”

3.  The first sentence of the second paragraph of Section [PLEASE INSERT A NUMBER] of the Agreement from “[TEXT]” to “[TEXT]” is hereby deleted and replaced with the following:

”[AMENDED TEXT]”.

Except as expressly provided in this letter, all terms and provisions of the Agreement are and will remain in full force and effect and are hereby ratified and confirmed.

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If the foregoing accurately reflects our understanding, kindly sign and date both copies of this letter and return one to the undersigned at the address above, keeping the other for your records.

|  |  |
| --- | --- |
|  | Very truly yours,  [PLEASE INSERT THE NAME OF PARTY 1] |
|  | By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Title: |
| Agreed to and accepted:  [PLEASE INSERT THE NAME OF PARTY 2] |  |
| By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Title:  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |