

Contract Modification

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [name] :

The purpose of this letter is to outline the modification of our existing contract dated _____, 20____. The contract revision is as follows:

- 1.
- 2.
- 3.

If the above is consistent with your understanding of our agreement to modify our contract, please sign below under the words "Agreed to and Accepted" and return a signed copy of this letter to us at the address shown above.

Sincerely,

Agreed to and Accepted:

Date
