

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

Re: Revised Terms of Business

Following our recent discussions regarding the proposed amendments to our Terms of Business, I am pleased to enclose the revised agreement for your review.

We have updated the document to incorporate the modifications we discussed, specifically regarding [mention specific clauses, e.g., payment schedules, liability limits, or delivery timelines]. We believe these changes accurately reflect the agreed-upon adjustments to our professional relationship.

Please review the enclosed document carefully. If you are satisfied with the revised terms, kindly sign and return a copy to us by [Date]. Once received, these terms will supersede any previous agreements and will govern our ongoing engagement.

Should you have any further questions or require additional clarification, please do not hesitate to contact me directly.

We look forward to continuing our work together.

Yours sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]

Enclosure: Revised Terms of Business