

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

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

Subject: Notification of Amendments to Terms of Business - Liability and Indemnity

Dear [Recipient Name],

We are writing to formally notify you of specific modifications being made to our standard Terms of Business regarding Liability and Indemnity. These changes are intended to clarify the scope of our mutual obligations and ensure our agreement aligns with current industry standards.

The following key sections have been updated:

- **Limitation of Liability:** Clarification on the maximum aggregate liability caps for specific services.
- **Indemnification Scope:** Refinement of the procedures and circumstances under which one party shall indemnify the other for third-party claims.
- **Exclusions:** Updated definitions regarding indirect or consequential losses.

These modifications will take effect on [Effective Date]. Your continued use of our services after this date will constitute acceptance of these updated terms. If you have an existing bespoke contract with us, the terms of that specific contract shall remain primary unless otherwise discussed.

You may view the full updated Terms of Business at the following link: [URL to Terms].

If you have any questions or require further clarification regarding these changes, please contact [Department/Contact Name] at [Phone/Email] before [Deadline Date].

Thank you for your continued partnership.

Sincerely,

[Your Name/Signature]
[Your Title]