

[Sender Name]
[Sender Title]
[Sender Company]
[Sender Address]
[City, State, Zip Code]
[Date]

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

RE: OFFICIAL NOTICE OF MATERIAL CHANGE

Dear [Recipient Name],

This letter serves as formal notification regarding a material change to [Account Number/Contract Name/Project Reference], effective as of [Effective Date].

The nature of this material change is as follows:

[Insert detailed description of the change, e.g., change in ownership, physical address, financial status, or operational structure].

The reason for this change is [Brief explanation of why the change is occurring].

As a result of this change, please note the following adjustments to our ongoing agreement/relationship:

- [Adjustment 1]
- [Adjustment 2]

We confirm that all other terms and conditions of our existing agreement remain in full force and effect. We are committed to ensuring a smooth transition and do not anticipate any disruption to our services/obligations.

Please acknowledge receipt of this notice by signing and returning a copy of this letter, or by providing a written confirmation via email to [Email Address].

If you have any questions or require further documentation regarding this change, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Signature]
[Typed Name]
[Title]