

Sample Amendment Letter for Memorandums Of Understanding Associated With Applied Learning Experiences

DATE
NAME
TITLE
ADDRESS

Re: Letter Agreement entered into between the Board of Regents of the University System of Georgia by and on behalf of (Name of University) (hereinafter referred to as the "University") and (Name of Facility) (hereinafter referred to as the "Facility") last dated (Insert Date), (Insert the words "as amended" and/or "renewed" without the quotations if the agreement has been previously amended or renewed), to provide applied learning experiences for the (Insert University's Name)'s University's students

Dear (Insert Name of Facility person):

Pursuant to paragraph (Insert applicable letter agreement paragraph number which generally will be paragraph 8) of the letter agreement referenced above, the University hereby elects to amend the above-referenced letter agreement as follows:

(1) Paragraph (Insert paragraph number) of the above identified letter agreement is hereby amended as follows:

(Delineate language in this paragraph that is to be deleted and the language that is to be added in lieu thereof).

(2) Paragraph (Insert paragraph number) of the above identified letter agreement is hereby amended as follows:

(Delineate language in this paragraph that is to be deleted and the language that is to be added in lieu thereof).

With the exception of the above-stated amendments paragraphs (Insert paragraph number) and (Insert paragraph number), it is understood and agreed that all other terms and conditions forming a part of the original Agreement, (Insert the words "as previously amended" and/or "renewed" without the quotations if the agreement has been previously amended or renewed), shall remain in full force and effect.

Please indicate your approval of the above-stated amendments by signing below and returning one fully-executed original of this letter agreement to (Insert Name and address). You may retain the other fully-executed original for your files.

AGREED TO AND ACCEPTED BY:

THE BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF
GEORGIA BY AND ON BEHALF
OF (Insert Institution Name)
UNIVERSITY

FACILITY

President

Date

Name:
(Please Print)

Date

Title: