

Confirmation of Revised Contract Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the revised terms of our contract dated [original contract date]. Following our recent discussions, the following changes have been agreed upon:

- **Term 1:** [Description of Term 1]
- **Term 2:** [Description of Term 2]
- **Term 3:** [Description of Term 3]

These terms will be effective as of [effective date]. Please review the updated terms and confirm your acceptance by signing below.

Thank you for your attention to this matter. We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Signature of [Recipient's Name] Date: _____