

Contract Amendment Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the amendment of the contract originally signed on [Original Contract Date] between [Your Company Name] and [Recipient's Company Name].

The following changes have been made to the original contract:

- [Describe Amendment 1]
- [Describe Amendment 2]
- [Describe Amendment 3]

Please review the amendments and provide your acknowledgment by signing below:

Signature: _____

Date: _____

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]