

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position/Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm our understanding regarding the modifications to the established plans we have previously discussed on [Insert Date of Discussion]. We both agree that the following adjustments are necessary to better align with our current objectives:

- [Modification 1]
- [Modification 2]
- [Modification 3]

We believe that these changes will enhance our collaboration and lead to more successful outcomes. Please review the modifications and let me know if you have any further suggestions or if any adjustments need to be made.

Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]