

Acceptance of Revised Contract Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the revised contract terms as discussed on [insert date of discussion]. After reviewing the updated terms, I am in agreement and believe they are acceptable for both parties.

Please consider this letter as my official acceptance of the revised contract. I look forward to continuing our partnership and moving forward with the agreed terms.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]