

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the proposed amendments to [specific document or agreement name] as discussed on [date of discussion]. After careful consideration, I agree to the changes outlined in your correspondence dated [date of the correspondence].

Please let me know if you require any further information from my side. I look forward to continuing our collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]