

# Contract Update Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the updates made to our existing contract dated [Original Contract Date]. The updates include the following changes:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

Please review the updates and confirm your acceptance by signing below:

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[Recipient's Name]

Date: \_\_\_\_\_

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]