

Letter of Acceptance of Extended Contract Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the extended terms of the contract as discussed in our recent negotiations. I appreciate the opportunity to continue our partnership and look forward to our ongoing collaboration.

As agreed, the new terms will be effective from [Insert Effective Date] and will remain in place until [Insert End Date]. I believe these adjustments will benefit both parties and foster a stronger working relationship.

Please let me know if you require any further information or documentation to finalize this agreement.

Thank you once again for your trust and partnership. I look forward to a successful extension of our contract.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]