

Agreement Modification Confirmation

Date: **[Insert Date]**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the modifications made to our existing agreement dated [Original Agreement Date]. After our recent discussions, the following changes have been agreed upon:

- **Modification 1:** [Details of modification 1]
- **Modification 2:** [Details of modification 2]
- **Effective Date:** [Effective Date of Modifications]

Please review the modifications and let us know if you have any questions or concerns. We appreciate your cooperation and look forward to continuing our collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]