

# Contract Amendment Acknowledgment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as an acknowledgment of the amendment to the contract dated [Original Contract Date] between [Your Company Name] and [Recipient's Company Name].

We hereby confirm the following changes as agreed upon:

- [Detail of the amendment 1]
- [Detail of the amendment 2]
- [Detail of the amendment 3]

All other terms and conditions of the original contract remain unchanged. Please sign and return a copy of this letter to confirm your acknowledgment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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[Recipient's Name]

Signature