

# Contract Change Recognition

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip]

## Subject: Recognition of Changes to Contract

Dear [Recipient Name],

We are writing to formally acknowledge the changes made to our existing contract dated [Original Contract Date]. As discussed in our recent communications, the following modifications have been agreed upon:

- Change 1: [Describe change]
- Change 2: [Describe change]
- Change 3: [Describe change]

We appreciate your cooperation and understanding throughout this process. Please confirm your acceptance of these changes by signing and returning a copy of this letter.

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]

Signature: \_\_\_\_\_

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