

# Contract Revision Confirmation

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to confirm the revisions made to the contract referenced as [Contract Name/Number]. The following changes have been agreed upon:

- [Describe Revision 1]
- [Describe Revision 2]
- [Describe Revision 3]

Please review the updates and confirm your acceptance by signing below or replying to this letter. The revised contract will become effective as of [Effective Date].

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title]

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Accepted by:

[Recipient Signature]  
[Recipient Name]  
[Recipient Title]