Terms Adjustment Confirmation

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the adjustments made to our terms as discussed on [insert date of discussion]. Below are the details of the agreed adjustments:

- **Term 1:** [Details of Term 1]
- **Term 2:** [Details of Term 2]
- **Term 3:** [Details of Term 3]

Please confirm your acceptance of these terms by signing and returning a copy of this letter by [insert deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]