

Confirmation of Updated Contract Priority

Date: **[Insert Date]**

To: **[Recipient's Name]**
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We are writing to formally confirm the updates made to the priority of our contract regarding [specific details of the contract]. After our recent discussions, we have adjusted the priorities to better align with our mutual goals.

The updated priority status will be effective as of **[Effective Date]** and will remain in effect until **[End Date]**, unless otherwise communicated.

We appreciate your cooperation and look forward to the successful continuation of our partnership.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]