

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Contract Modification

We are writing to confirm the modifications made to the contract dated [Original Contract Date], between [Your Company Name] and [Recipient Company Name]. The modifications agreed upon are as follows:

- [Modification 1]
- [Modification 2]
- [Modification 3]

We believe that these modifications will enhance our partnership and better serve both parties. Please confirm your acceptance of these changes by signing and returning a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Enclosure: Modification Acknowledgment Form