

Mutual Contract Concession Agreement

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Subject: Mutual Concession Agreement

Dear [Recipient's Name],

We hereby acknowledge and appreciate our ongoing collaboration concerning the contract dated [Insert Contract Date]. With reference to our recent discussions, we both agree to the following concessions to better serve our mutual interests:

1. **Concession 1:** [Detail of the first concession]
2. **Concession 2:** [Detail of the second concession]
3. **Concession 3:** [Detail of the third concession]

Both parties agree that these concessions will enhance our collaboration and allow us to meet our respective goals more effectively.

Kindly confirm your acceptance of these terms by signing and returning this letter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Accepted by:

[Recipient's Name] _____

Date: _____