

# Contract Variation Acceptance

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to confirm the acceptance of the proposed variation to the consultancy contract dated [Insert Original Contract Date]. The details of the variation are as follows:

- **Variation Description:** [Insert Description of Variation]
- **Effective Date:** [Insert Effective Date]
- **New Compensation Amount:** [Insert New Amount]

We appreciate your cooperation and look forward to continuing our successful collaboration. Please sign and return a copy of this letter to confirm your acceptance of the variation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Accepted and Agreed:

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[Consultant's Name]

Date: \_\_\_\_\_