

Contract Variation Acceptance

Date: [Insert Date]

To: [Freelancer's Name]

[Freelancer's Address]

Subject: Acceptance of Contract Variation

Dear [Freelancer's Name],

We are writing to confirm our acceptance of the proposed variation to our freelance agreement dated [Original Contract Date]. The terms of the variation have been discussed and agreed upon, specifically:

- **Scope of Work:** [Describe the new scope of work]
- **Compensation:** [New compensation details]
- **Timeline:** [Revised timeline]

By this letter, we confirm that the amendments to the contract will be effective from [Effective Date]. We appreciate your flexibility and cooperation in this matter.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]