

# Contract Variation Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Acceptance of Contract Variation**

Dear [Recipient Name],

I am writing to formally accept the proposed variation to our partnership agreement dated [Original Contract Date]. After careful review of the terms outlined in your correspondence dated [Date of Variation Proposal], I am in agreement with the changes and am ready to implement them accordingly.

The key variations that we have discussed are as follows:

- [Variation 1]
- [Variation 2]
- [Variation 3]

Please consider this letter as confirmation of my acceptance of the variation. I look forward to continuing our partnership under the new terms and believe it will enhance our mutual interests.

Thank you for your cooperation and understanding. Should you have any further questions or require additional information, please do not hesitate to reach out.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company Name]