

Contract Variation Acceptance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Subject: Acceptance of Contract Variation

Dear [Recipient's Name],

We are writing to formally accept the proposed variations to the project scope as outlined in your correspondence dated [Insert Date of Variation Proposal]. After thorough review, we agree to the changes specified in the variation document.

The key variations to the contract include:

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

We believe that these adjustments will enhance the overall outcome of the project, and we are committed to collaborating closely to implement these changes effectively.

Please confirm your acceptance of this letter by signing and returning a copy for our records. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Typed Name]

[Your Position]

[Your Company Name]

[Your Contact Information]