

Contract Variation Acceptance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm our acceptance of the proposed variation to the sales contract dated [insert original contract date] between [Your Company] and [Recipient Company].

The agreed variation terms are as follows:

- Variation Description: [Insert Variation Description]
- New Terms: [Insert New Terms]
- Effective Date: [Insert Effective Date]

By signing this letter, both parties agree to the aforementioned terms as part of the existing sales contract.

Thank you for your attention to this matter. We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Accepted and Agreed:

[Recipient Name]

[Recipient Position]

[Recipient Company]

Date: _____