

Contract Variation Acceptance Letter

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

We are writing to inform you that we accept the proposed variation to our contract dated [Original Contract Date], pertaining to [Brief Description of Contract]. We appreciate your flexibility and willingness to accommodate the changes discussed.

As per our discussions, the amended terms are as follows:

- Change 1: [Description of Change 1]
- Change 2: [Description of Change 2]
- Change 3: [Description of Change 3]

The effective date of these changes will be [Effective Date]. Please confirm your acceptance by signing and returning a copy of this letter.

Thank you for your cooperation. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Accepted by:

[Service Provider's Name]

Date: _____