

Contract Variation Acceptance

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally accept the proposed variation to our agreement dated [Insert Original Contract Date] regarding [Describe the Subject of the Agreement].

As per our recent discussions and the details provided in your correspondence dated [Insert Date of Variation Proposal], we hereby agree to the following changes:

- Variation 1: [Detail of Variation 1]
- Variation 2: [Detail of Variation 2]
- Variation 3: [Detail of Variation 3]

Please confirm your acceptance of these variations at your earliest convenience. We look forward to continuing our successful partnership.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]