

Contract Sign-off Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Modifications to Contract #[Contract Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update regarding the modifications made to Contract #[Contract Number].

As per our recent discussions, the following changes have been implemented:

- [Modification 1 Description]
- [Modification 2 Description]
- [Modification 3 Description]

We kindly ask you to review these modifications and confirm your acceptance of the changes at your earliest convenience. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]