

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

## **Subject: Consent for Party Change in Contract**

Dear [Recipient Name],

I, [Your Name], hereby give my consent to the change of party in the contract dated [original contract date] regarding [brief description of the contract]. The current party, [Current Party Name], will be replaced by [New Party Name] effective from [effective date].

I confirm that I have reviewed the necessary documentation and agree to the terms as set forth in the amended contract.

Please find attached all relevant details for your records.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name, if applicable]