

Letter of Concurring with Change Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

Subject: Concurring with Change Request [Change Request Number]

I am writing to confirm my agreement with the proposed change request regarding [brief description of the change]. After reviewing the details and considering the potential impact, I concur that this change is beneficial and aligns with our project objectives.

Please proceed with the necessary actions to implement this change. Should you need any further information or assistance, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]