

Formal Acceptance of Alterations

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to acknowledge the receipt of your request for alterations dated [Insert Request Date]. After reviewing your suggestions, we hereby formally accept the proposed alterations as follows:

- Alteration 1: [Describe Alteration]
- Alteration 2: [Describe Alteration]
- Alteration 3: [Describe Alteration]

We believe that these changes will enhance the overall project and look forward to moving ahead with the adjustments as discussed.

If you have any further questions or additional requests, please do not hesitate to reach out.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]