

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the altered terms of engagement discussed during our recent conversation. I appreciate your consideration and the adjustments made to the original agreement.

After reviewing the new terms, I am in agreement with the following modifications:

- [Detail of Altered Term 1]
- [Detail of Altered Term 2]
- [Detail of Altered Term 3]

Thank you for your collaboration and support in this matter. I look forward to continuing our work together under the new terms.

Sincerely,

[Your Name]