

Letter of Recognition for Revised Contractual Terms

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to formally acknowledge the revised contractual terms discussed on [insert discussion date]. After careful consideration, we are pleased to recognize and accept the changes that have been made to our agreement.

The amended terms reflect our mutual commitment to fostering a productive partnership. We appreciate your cooperation and transparency throughout this process.

Please feel free to reach out should you require any further clarification or wish to discuss this in more detail.

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]