

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

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

Dear [Recipient's Name],

We hereby acknowledge the receipt of the revisions made to the contract dated [original contract date] regarding [brief description of the contract]. We appreciate your efforts in clarifying and updating the terms as discussed.

We have reviewed the changes and confirm our acceptance of the revised terms, which include [briefly list the main revisions]. Please consider this letter as our acknowledgment of the updates, and we look forward to continuing our partnership under the new provisions.

If you have any further amendments or require additional information, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]