

Agreement to Contract Changes

Date: [Insert Date]

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

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Agreement to Amend Contract [Contract Number or Title]

We are writing to formally acknowledge and agree to the changes proposed on [date of proposal] regarding the contract between [Your Company Name] and [Recipient's Company Name]. The details of the changes are as follows:

- Change 1: [Describe change]
- Change 2: [Describe change]
- Change 3: [Describe change]

Both parties agree that these changes shall be effective as of [effective date]. Please sign and return a copy of this letter to confirm your acceptance of these changes.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

Agreed and accepted by:

[Recipient's Name]
[Date]