

Approval for Agreement Amendment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally approve the proposed amendment to the agreement dated [original agreement date], concerning [brief description of the agreement]. After thorough review, we find the amendments satisfactory and in alignment with our mutual interests.

The key amendments are as follows:

- [Amendment 1]
- [Amendment 2]
- [Amendment 3]

Please sign and return this letter by [return date] to confirm your acceptance of these amendments.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]