

# Confirmation of Contract Modification

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as confirmation of the modification made to the contract originally dated [Original Contract Date] between [Your Company Name] and [Recipient Company Name].

Details of the modifications are as follows:

- Modification 1: [Description]
- Modification 2: [Description]
- Modification 3: [Description]

All other terms and conditions of the original contract remain unchanged and in full effect.

Please sign below to acknowledge your acceptance of this modification and return a copy of this letter to us by [Due Date].

Sincerely,

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

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[Recipient Printed Name]  
[Recipient Position]  
[Recipient Company Name]