

Confirmation of Revised Terms

Date: [Insert Date]

From: [Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the revised terms discussed regarding [briefly specify the subject or agreement]. These terms will take effect as of [effective date].

The revised terms are as follows:

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

Please review the revised terms and indicate your acceptance by signing and returning a copy of this letter by [deadline for acceptance].

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

Sincerely,

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

Enclosure: [List any attached documents, if necessary]