

Contract Amendment Acknowledgment

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to acknowledge the receipt of the proposed amendment to the contract dated [Original Contract Date], between [Your Company Name] and [Recipient Company Name].

This amendment includes the following changes:

- [Description of Amendment 1]
- [Description of Amendment 2]
- [Description of Amendment 3]

Please confirm your acceptance of these amendments by signing and returning a copy of this letter. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted and agreed by:

[Recipient Name]

Date: _____