

# Notice of Contract Alteration Acknowledgment

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Subject: Acknowledgment of Contract Alteration

Dear [Recipient's Name],

We are writing to formally acknowledge the alterations made to our existing contract dated [Insert Original Contract Date]. The agreed-upon changes are as follows:

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

Please confirm your acceptance of these alterations by signing and returning a copy of this notice by [Insert Return Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]