From: [Name Surname]

 [Company]

 [Address]

 [Address line 2]

 [ZIP] [City]

 [State]

 [Country]

Date: [Month, DD, YYYY]

To: [Name Surname]

 [Address]

 [Address line 2]

 [ZIP] [City]

 [State]

 [Country]

Re: **Acknowledgement of modified terms**

Dear Mr. [Surname].

Reference is made to the contract No. [Contract number] between us dated on [Month DD, YYYY]. This letter will acknowledge that the contract is modified and superseded by the following change in terms:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Describe changed terms)*

The remaining terms of the contract are unchanged by this agreement.

[ contract Signed ] acknowledges that unless it is notified to the contrary, in writing within 10 days of receipt of this letter, it shall accept the above described modifications as agreed to by both parties, and shall hold our agreement to encompass these new terms.

Sincerely,

[Name Surname]

[Signature]