

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

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

Subject: Confirmation of Completed Modification - [Account/Reference Number]

Dear [Recipient Name],

This letter serves as official confirmation that the requested modifications to your [Account/Service/Project/Agreement] have been successfully completed as of [Completion Date].

The following changes have been applied:

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

Please review these changes to ensure they align with your request. If you notice any discrepancies or have further questions regarding these updates, please contact us at [Phone Number] or via email at [Email Address] within [Number] business days.

Thank you for your continued partnership.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]