

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Acceptance of Requested Modifications to Terms of Business

Dear [Contact Person Name],

Thank you for your recent feedback regarding our standard Terms of Business. We have reviewed the modifications you requested in your correspondence dated [Date of Client Request].

We are writing to formally confirm that we accept the proposed changes to the following sections:

- [Section Name/Number]: [Brief Description of Change]
- [Section Name/Number]: [Brief Description of Change]

These adjustments have been incorporated into the final version of the agreement. Attached to this letter, you will find the updated Terms of Business reflecting these mutual understandings.

Please sign and return a copy of the updated document so that we may proceed with our engagement. We look forward to a successful partnership.

Sincerely,

[Your Signature]
[Your Name]
[Your Job Title]