

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Confirmation of Active Standard Terms and Conditions

Dear [Recipient Name],

This letter follows our recent communication regarding the [Amendment/Update/Change] dated [Date of Change] to our Agreement regarding [Project or Service Name].

We are writing to formally confirm that, notwithstanding the specific changes mentioned in the aforementioned document, all other standard terms and conditions set forth in the original Agreement dated [Original Contract Date] remain in full force and effect.

No other provisions of the Agreement are intended to be modified or waived by that change. All obligations, responsibilities, and rights not specifically addressed in the update remain unchanged.

Please keep this confirmation with your records. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]