

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acceptance of Variation for FCS

I hope this message finds you well. I am writing to formally accept the variation proposed for the [specific project or subject], as outlined in your correspondence dated [date of the original correspondence].

After careful review, I am pleased to confirm that the modifications to the original agreement, including [briefly outline key variations], align with our expectations and objectives for the project.

I appreciate your continued collaboration and support on this matter and look forward to working together to implement these changes effectively.

Please let me know if there are any further steps or documentation required from my side to finalize this acceptance.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Company/Organization Name]