

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Update Regarding Contract Redlines - [Project Name/Contract Reference Number]

Dear [Client Contact Name],

Thank you for sharing your feedback and proposed revisions regarding the [Type of Agreement, e.g., Service Agreement] dated [Date].

Our team has completed a thorough review of your requested changes. Please find the updated document attached, which includes our responses to your redlines. We have [accepted the majority of your suggestions / provided alternative language for specific clauses] to better align with our operational requirements while ensuring your needs are met.

The primary updates focus on the following sections:

- [Section Name/Number]: [Brief description of change]
- [Section Name/Number]: [Brief description of change]
- [Section Name/Number]: [Brief description of change]

Please review these updates at your earliest convenience. If the current version meets your approval, please let us know so we can prepare the final version for formal execution. If you have further questions or would like to discuss these points via a brief call, I am available at [Your Phone Number].

We look forward to finalizing this agreement and moving forward with our partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]