

Confirmation of Collaboration Terms

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the terms of our collaboration regarding digital media projects as discussed. Below are the key details:

Collaboration Terms:

- **Project Name:** [Insert Project Name]
- **Scope of Work:** [Brief description of the project]
- **Timeline:** [Insert Timeline]
- **Compensation:** [Insert Compensation Details]
- **Responsibilities:** [Outline responsibilities of each party]

Please review the terms and confirm your agreement by signing below. If you have any questions or require adjustments, feel free to reach out.

Thank you for the opportunity to collaborate. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreement Confirmation:

Signature: _____

Date: _____