

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our collaboration on the advertising project titled "[Project Title]." This collaboration aims to leverage our combined resources and expertise to achieve a successful outcome.

The key details of our collaboration are as follows:

- **Project Timeline:** [Insert timeline]
- **Roles and Responsibilities:** [Briefly outline each party's responsibilities]
- **Budget:** [Insert budget details]
- **Indicators of Success:** [Outline how success will be measured]

Please confirm your agreement with the mentioned terms and let us know if you have any further suggestions or amendments.

We look forward to a fruitful collaboration.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]