

# Trade Partnership Confirmation

Date: [Insert Date]

From:

[Your Company's Name] [Your Company's Address] [City, State, Zip Code] [Email Address]  
[Phone Number]

To:

[Partner's Company Name] [Partner's Company Address] [City, State, Zip Code] [Email  
Address] [Phone Number]

Dear [Partner's Name],

We are pleased to formally confirm our partnership in the joint initiatives aimed at [describe the initiatives briefly]. This collaboration allows us to combine our strengths and resources to achieve common goals.

This partnership will focus on:

- [Initiative 1]
- [Initiative 2]
- [Initiative 3]

We believe that this alliance will enhance our market positions and drive mutual growth. We look forward to working closely with your team and will arrange a meeting to discuss next steps.

Thank you for the opportunity to collaborate.

Sincerely,

[Your Name] [Your Job Title] [Your Company's Name]