

Confirmation of Alternative Format Distribution Agreement

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

This letter serves to confirm the agreement between [Your Organization Name] and [Recipient Organization Name] regarding the distribution of materials in alternative formats.

We have agreed to the following terms:

- Format: [Specify the alternative format]
- Distribution Scope: [Describe the scope of distribution]
- Duration: [Specify the duration of the agreement]
- Responsibilities: [Outline the responsibilities of each party]

Please review the details above and confirm your acceptance of this agreement by signing below.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]

Agreed and Accepted by:

[Recipient Name]

[Recipient Title]

[Recipient Organization Name]