

# Acknowledgment of Received Signed Contract

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge receipt of the signed contract for [describe the contract briefly] dated [insert date of the contract]. We appreciate your prompt attention to this matter.

The signed contract has been reviewed, and we are pleased to confirm that all terms are understood and accepted. We look forward to a successful collaboration.

If you have any questions or require further information, please feel free to reach out to me directly.

Thank you once again for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]