

Confirmation of Signed Agreement Receipt

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the receipt of the signed agreement between [Your Company Name] and [Recipient's Company Name] dated [Insert Agreement Date]. We appreciate your prompt attention to this matter.

This agreement outlines the terms and conditions that both parties have mutually accepted. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]