

# Agreement Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge the receipt of the signed agreement between [Your Company/Organization Name] and [Recipient's Company/Organization Name] dated [Insert Agreement Date].

This agreement outlines the terms and conditions under which we agree to work together in the capacity of [Brief Description of the Agreement]. We appreciate your cooperation and commitment to this partnership.

If you have any questions or require further clarification regarding the agreement, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]