

# Vendor Joint Venture Partnership Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Vendor Company Name]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to confirm our joint venture partnership with [Vendor Company Name] effective as of [Effective Date]. This collaboration marks a significant step forward in our commitment to delivering exceptional value and services to our clients.

As discussed, the roles and responsibilities of each party will be as follows:

- [Your Company Role and Responsibilities]
- [Vendor Company Role and Responsibilities]

We look forward to working closely with your team and are excited about the opportunities this partnership presents. Please feel free to reach out to us for any further details or clarifications regarding this partnership.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]