

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the board agreement reached on [Insert Date of Agreement]. We appreciate your collaboration and support in this matter.

The key points of the agreement include:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]