

Government Contract Agreement Confirmation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the agreement of the contract between [Your Organization Name] and [Recipient Organization Name] for [brief description of the contract purpose]. This contract was entered into on [Contract Date] and will remain in effect until [Contract End Date].

The terms and conditions of the contract are as follows:

- Contract Value: [Insert Contract Value]
- Scope of Work: [Brief Description of Work]
- Delivery Schedule: [Insert Delivery Dates]
- Payment Terms: [Insert Payment Terms]

Please acknowledge your acceptance of this contract by signing and returning a copy of this letter by [Return Date]. If you have any questions or require further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]