

Confirmation Request for Licensing Conditions

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of the licensing conditions pertaining to [specific license or project name]. It is essential for us to ensure that all conditions are understood and agreed upon to facilitate a smooth process moving forward.

Could you please confirm the following conditions outlined in our previous communications:

- Condition 1: [Brief description]
- Condition 2: [Brief description]
- Condition 3: [Brief description]

If there are any additional conditions that we should be aware of, please include those in your response. Your timely confirmation will be greatly appreciated as it will help us keep our project on schedule.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]