

Purchase Agreement Confirmation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the purchase agreement between [Your Company/Name] and [Recipient's Company/Name] dated [Insert Date]. The details of the agreement are as follows:

- **Item/Service:** [Describe Item/Service]
- **Quantity:** [Insert Quantity]
- **Price:** [Insert Price]
- **Delivery Date:** [Insert Delivery Date]
- **Payment Terms:** [Insert Payment Terms]

Please review the details above and confirm your acceptance by signing and returning a copy of this letter. Should you have any questions or require further clarification, feel free to contact us.

Thank you for your business. We look forward to a successful transaction.

Best regards,

[Your Full Name]
[Your Position]
[Your Company Name]