

Follow-Up: Confirmation of Legal Service Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Firm/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the legal service agreement we proposed on [insert date of the proposal]. We want to ensure that you have received all the necessary documents and have had the opportunity to review them.

As outlined in our previous correspondence, the agreement includes [briefly summarize key points of the agreement]. We believe that this partnership will greatly benefit your organization and are eager to move forward.

Please let us know if you have any questions or require further clarification on any aspects of the agreement. We appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for considering our proposal. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Company Name]

[Your Phone Number]

[Your Email Address]