

# Intercompany Transaction Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the details of the intercompany transaction that occurred on [Transaction Date] between [Your Company Name] and [Recipient's Company Name]. Below are the specifics of the transaction:

Description	Amount	Reference Number
[Description of the Transaction]	[Transaction Amount]	[Reference Number]

Please verify the details at your earliest convenience and confirm your acceptance of this transaction by signing below.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]

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Agreed and Accepted:

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[Recipient's Name]

[Recipient's Position]

[Date]