

Business Partnership Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Partner's Name]

[Partner's Title]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are pleased to officially confirm our business partnership as discussed in our previous meetings. Our collaboration aims to achieve [Briefly state the goals of the partnership].

As agreed, the terms of our partnership will include [Summarize key terms and contributions]. We are confident that this partnership will be mutually beneficial and look forward to a successful journey together.

Please sign and return the enclosed copy of this letter to acknowledge your acceptance of this partnership.

Thank you for your cooperation, and we look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Enclosure: [Partnership Agreement Document]