

Agreement Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

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

Dear [Recipient's Name],

We are pleased to confirm our agreement regarding the joint business endeavor outlined in our recent discussions. The following terms have been agreed upon:

- **Project Title:** [Insert Project Title]
- **Effective Date:** [Insert Start Date]
- **Duration:** [Insert Duration]
- **Roles and Responsibilities:** [Briefly outline the roles]
- **Financial Terms:** [Insert Financial Agreement]

We believe that this partnership will be mutually beneficial and are looking forward to a successful collaboration. Please confirm your acceptance of these terms by signing and returning a copy of this letter.

Thank you for your commitment to this venture.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Agreed and Accepted by:

[Recipient's Signature]
[Recipient's Printed Name]
[Recipient's Title]