

Business Alliance Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our business alliance, established on [insert date of agreement]. We believe that our collaboration will yield significant benefits for both our organizations.

As discussed, our focus will be on [briefly outline the objectives of the alliance]. We are excited about the opportunities that lie ahead and are committed to making this partnership a success.

We look forward to working closely with you and your team to achieve our goals. Please feel free to reach out if you have any questions or need further clarification.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Company]