

# Business Partnership Confirmation

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are pleased to confirm our partnership in the collaborative venture between [Your Company Name] and [Recipient Company Name]. Our mutual goals of [briefly describe the goals/aims of the partnership] align perfectly, and we believe this collaboration will lead to significant benefits for both parties.

As discussed, our roles will be as follows:

- [Your Company Name] will handle [specific responsibilities].
- [Recipient Company Name] will manage [specific responsibilities].

We anticipate commencing this collaboration on [start date] and look forward to achieving great success together. Please feel free to reach out if you have any questions or require further clarification.

Thank you for this opportunity. We are excited about the prospects ahead!

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]