

Business Relationship Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally confirm our business relationship and express our commitment to working together effectively. We value the opportunity to collaborate with [Recipient Company Name] and are eager to move forward on our projects.

Should you need further details or have any inquiries, please feel free to reach out. We look forward to a successful partnership.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]