

# Agreement Confirmation Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

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Dear [Recipient Name],

We are pleased to confirm our agreement regarding the software licensing for [Software Name]. This letter serves as a formal confirmation of the terms discussed and agreed upon.

## Licensing Details:

- Software License: [License Type]
- License Duration: [Duration]
- Pricing: [Total Cost]
- Payment Terms: [Payment Terms]

Please review the above details and confirm your acceptance by signing and returning a copy of this letter.

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

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Agreed and Accepted:

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[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

Date: \_\_\_\_\_