

Agreement Confirmation Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our agreement regarding the collaboration between [Your Company Name] and [Recipient Company Name]. This collaboration aims to [briefly describe purpose of collaboration].

As discussed and agreed upon, the key terms of our collaboration are as follows:

- **Term 1:** [Description]
- **Term 2:** [Description]
- **Term 3:** [Description]

We believe that this collaboration will be beneficial for both parties and look forward to working together towards our shared goals.

Should you have any further questions or require additional details, please do not hesitate to contact me.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email]

[Your Phone Number]