

# Collaboration Agreement Confirmation

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Partner's Name],

We are pleased to confirm our collaboration agreement as discussed in our recent meetings. This partnership aims to [briefly describe the purpose of the collaboration, e.g., "enhance our service offerings and reach a wider audience"].

The key points of our agreement include:

- Responsibilities: [Outline each party's responsibilities]
- Duration: [Specify the duration of the agreement]
- Financial Arrangements: [Briefly describe financial terms]
- Confidentiality: [Mention confidentiality terms if applicable]

We believe that this collaboration will be mutually beneficial and look forward to a successful partnership. Please review the terms outlined above and confirm your acceptance by signing and returning this letter by [insert deadline if applicable].

If you have any questions or require further clarification, feel free to reach out to me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]