

# Letter of Confirmation for Joint Venture Collaboration

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm our intention to enter into a joint venture collaboration with [Recipient's Company] as discussed in our recent meetings. We believe that this partnership will leverage our combined strengths and resources to achieve mutual goals.

The key terms of our collaboration include:

- **Project Overview:** [Brief Description of the Project]
- **Roles and Responsibilities:** [Outline of Each Party's Role]
- **Duration:** [Timeline for the Collaboration]
- **Financial Considerations:** [Outline of Financial Arrangements]

We look forward to formalizing our agreement and moving forward with this exciting opportunity. Please review the terms above and provide any comments or confirmations at your earliest convenience.

Thank you for your confidence in this collaboration.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]