

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

We are pleased to acknowledge receipt of your initiation agreement dated [Insert Date]. We appreciate the opportunity to collaborate with [Recipient Company] and are excited about the potential of our partnership.

Please take a moment to review the following key points of the agreement:

- Scope of Services: [Briefly outline the scope]
- Timeline: [Provide the agreed timeline]
- Payment Terms: [Outline payment terms]

We are committed to adhering to the terms outlined in the agreement and look forward to a successful start to our collaboration. If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you once again for your trust and partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]