

# Trade Agreement Confirmation

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the trade agreement between [Your Company] and [Recipient Company], which has been finalized on [Insert Date]. This agreement outlines the terms and conditions agreed upon, including the following:

- Product/Service Description: [Details]
- Quantity: [Details]
- Price: [Details]
- Delivery Schedule: [Details]
- Payment Terms: [Details]

We believe this agreement will be mutually beneficial and strengthen our business relationship. We look forward to your confirmation and the successful execution of our terms.

Thank you for your partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]