

Consensus Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Name: [Insert Recipient Name]

Recipient Position: [Insert Recipient Position]

Recipient Organization: [Insert Recipient Organization]

Recipient Address: [Insert Recipient Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the consensus reached during our recent discussions regarding [briefly describe the subject of the consensus].

As agreed upon, [summarize the main points of the consensus and any action items or commitments made].

We value your input and collaboration on this matter and look forward to a productive partnership moving forward. Please confirm your agreement with the summary above.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]