

Mutual Agreement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm our mutual agreement regarding [brief description of the agreement]. We have discussed and agreed upon the following terms:

- Term 1: [Description]
- Term 2: [Description]
- Term 3: [Description]

Both parties acknowledge and agree to the terms outlined above. Should any further clarification be needed, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]