

Operational Agreement Confirmation

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Address]
[Your Email]
[Your Phone Number]

To: [Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm the operational agreement dated [Insert Agreement Date] between [Your Company] and [Recipient Company]. This agreement outlines the terms and conditions regarding [briefly describe the purpose of the agreement].

We appreciate your collaboration and are looking forward to a productive partnership. Please review the attached agreement document and let us know if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

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