

# Affirmation Letter for Business Contract

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Affirmation of Contract Transaction Specifics

This letter serves as an affirmation of the specifics of our recent contract transaction dated [Insert Contract Date]. Below are the key details for your records:

- **Contract Title:** [Insert Contract Title]
- **Parties Involved:** [Party A] and [Party B]
- **Transaction Amount:** [Insert Amount]
- **Payment Terms:** [Insert Payment Terms]
- **Delivery Schedule:** [Insert Delivery Schedule]
- **Contract Duration:** [Insert Duration]

We trust that all terms and conditions outlined will be adhered to as agreed. Should you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

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