

Commitment Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm our ongoing commitment to our purchasing agreement with [Recipient's Company]. This letter serves to affirm our dedication to maintaining and enhancing our mutually beneficial relationship through consistent purchases of [specify products/services].

As per our agreement dated [insert agreement date], we commit to the following:

- Quantity of goods to be purchased: [insert quantity]
- Delivery schedule: [insert delivery schedule]
- Payment terms: [insert payment terms]

We appreciate the quality and reliability of your products/services and look forward to continuing our successful partnership. Should there be any changes or updates to the agreement, we will communicate promptly to ensure smooth operations.

Thank you for your continued support and collaboration. Please feel free to contact me at [your phone number] or [your email address] should you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company]