

Letter of Acknowledgment of Contract Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to acknowledge the receipt of the proposed contract terms as discussed during our recent negotiations. We appreciate the time and effort put into outlining the details and are committed to ensuring a mutually beneficial agreement.

Please be assured that we are currently reviewing the terms and will provide our feedback by [insert date]. We value this partnership and look forward to reaching a final agreement soon.

Thank you once again for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]