

Contract Review Receipt

Date: **[Insert Date]**

To: **[Legal Department Name]**

From: **[Your Name/Department]**

Subject: Receipt of Contract for Review

Dear **[Legal Department Name]**,

This letter confirms the receipt of the contract for review as per our previous discussions. Please find the details of the contract below:

- **Contract Title:** **[Insert Contract Title]**
- **Parties Involved:** **[Insert Parties Names]**
- **Date of Agreement:** **[Insert Date of Agreement]**
- **Reference Number:** **[Insert Reference Number]**

We appreciate your prompt attention to this matter and kindly request your feedback by **[Specify Deadline]**.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]